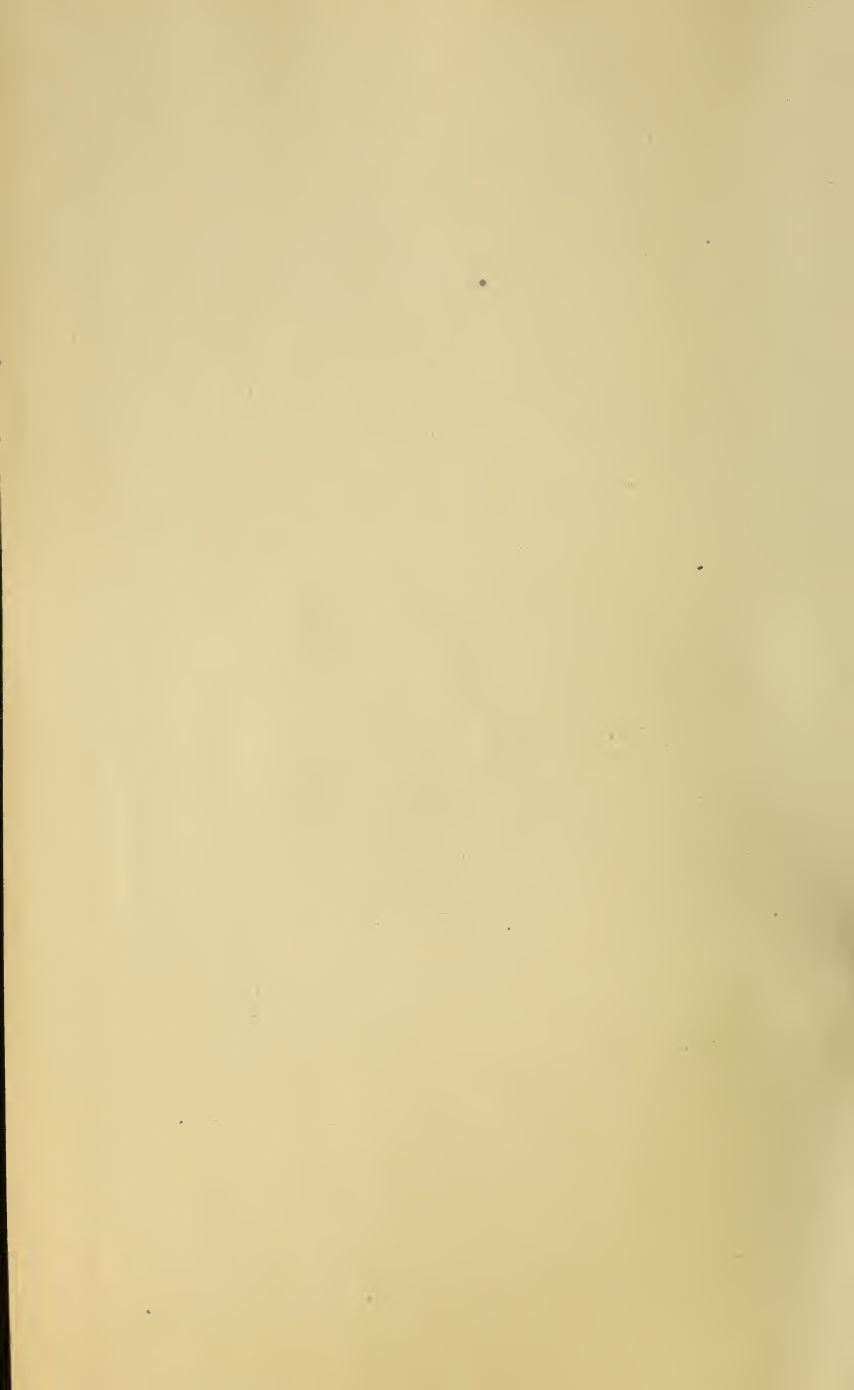


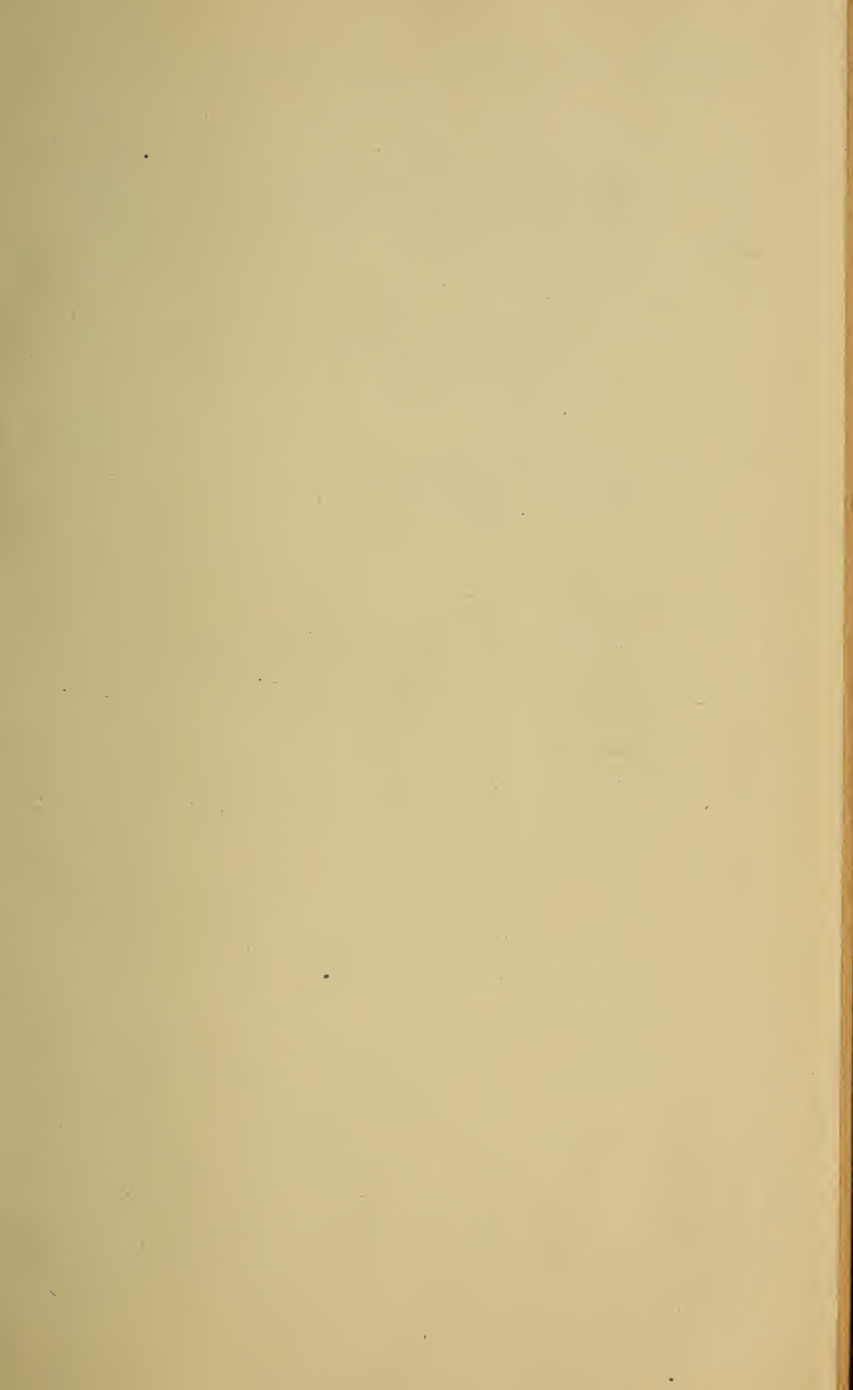
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Graham System

Shorthand

754
1178

 **Simplified**

By GEO. A. JONES

PART ONE

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GRAHAM SYSTEM SHORTHAND SIMPLIFIED

BY

GEO. A. JONES
EXPERT STENOGRAPHER AND
COURT REPORTER

AUTHOR OF
JONES' COMMON SENSE
ADVANCED DRILLS ON GRAHAM
SHORTHAND, AND PRINCIPAL
SHORTHAND AND TYPEWRITING
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DRAWINGS

In this Book made by the Author.



PREFACE.

Since the author's determination to write a book of this character became generally known, the demand for and interest in the book has been so great that it was decided to issue Part I in order to satisfy the demand, while Part II is being completed, it being the original intention to bring out the two parts at the same time. Hence, this preface is in a sense only temporary, and therefore if it does not contain all the information a preface should contain, the reason may be understood and criticism withheld until the advent of Part II, at which time a permanent preface will be written, containing references to various sections of both parts, and such other information as is necessary.

The part herewith issued is complete in itself as far as it goes, as it carries the student through the rudimentary principles. However, many of the best exercises of the work are yet to be presented, such as Exercises for Review and Examination, Short Cuts or Abbreviating Principles, such as Prefixes and Affixes, Words added by Hooks, Circles, etc.; Talks and Exercises on Court Reporting; additional lists of Signs, Phrases, and Expedients; Drills on Phrasing; Comprehensive Reading and Writing Exercises, including Business Letters carefully selected from actual correspondence, and choice articles from the best literature; Items of Interest and Advice to Students and Writers of Shorthand.

There have been some slight deviations from "Pure Graham," as some are prone to call it. However, the deviations do not amount to a real difference in so far as the vital principles themselves are involved, but to a reërranging of and a more systematic plan of presenting the principles, and to an elimination of the hair-breadth distinctions which render "Pure Graham," as taught by the strict adherers to the Hand Book, a very complicated and tedious system of shorthand; such, for example, as the "Optional Vowel Scheme," by which it is sought to make the student distinguish between the sound of *a* in *ask* and *a* in *air*, etc., giving a separate vowel sign for the latter. It would also, as would many other authors and systems, have the student distinguish (even in practical work) between the vowel sounds of *berth* and *birth*, *birch* and *Burch*, *bird* and *burr*, *earn* and *urn*, *earth* and *turf*, and

hundreds of others, between some of which, there is theoretically a slight difference of vowel sound, but for all *practical* purposes such minute distinctions serve only to confuse the learner and rob him of his time.

There are other points about which the author will speak in the preface to the final edition; and, if the book seems to be lacking in some particular, he asks that judgment be suspended until that time.

Sample pages and plans of the entire book have already been submitted to many noted writers and reporters, all of whom have given their unqualified endorsement of same.

But I have not written the book alone, for Mrs. Jones has been a faithful and constant co-laborer with me, especially in the preparation of such complete drill exercises, and in the endeavor to eradicate all errors and inconsistencies, and in the correction of proof, etc.; and if this book shall find favor in the public mind, much of the credit belongs to her.

GEORGE A. JONES.

Nashville, Tenn., January 15, 1900.

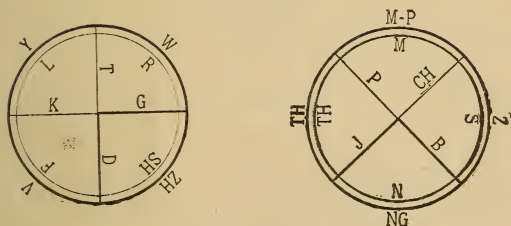
SHORTHAND SIMPLIFIED

By GEORGE A. JONES.

PART I.

CHAPTER I.

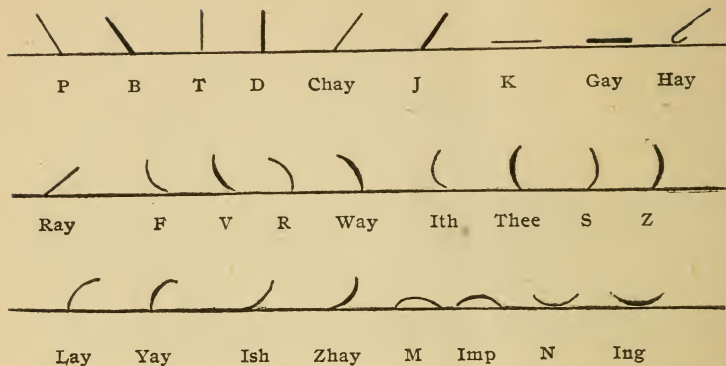
ALPHABET.



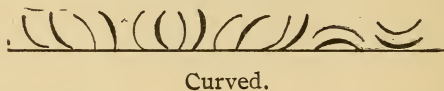
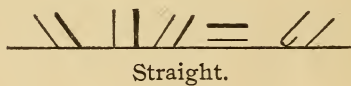
1. It will be seen from the above illustration that the material used for shorthand writing consists of a simple geometrical figure—the circle and four diameters which divide it into quarters, or quadrants. By studying the illustration in connection with the arrangements of consonants which follow, the student will be greatly aided in learning the alphabet.

2.

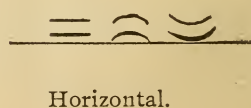
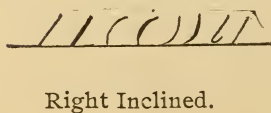
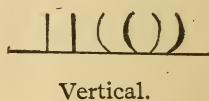
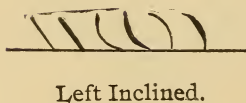
(a).



(b).



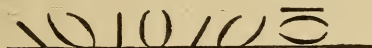
(c).



(d).



Light.



Heavy.

EXPLANATIONS—THE ALPHABET.

3. The bold-faced letters in the first words of each section illustrate the sound or *force* of the shorthand character.

P.

4. (a) **Up**, **pie**, **pipe**, **plum**, **proud**, **apple**. This and all other perpendicular or inclined strokes except *Hay*, *Ray*, *Lay*, and *Ish* are written downward. *Lay* and *Ish* are written both upward and downward. Horizontal strokes are written from left to right.

(b) When a consonant is doubled, one of the letters is almost invariably silent; hence, only one *p* is marked in *apple* above. Notice, also, the words *happy*, *appetite*, *commend*, *immune*, *inner*, *Fanny*, *huddle*, *allow*, *arrow*, *essay*, *latter*, etc.

B.

5. (a) **Bate**, **boy**, **bob**, **cub**, **blur**, **brim**, **bubble**. The only distinction between *P* and *B*, is that *B* is shaded. This is true of all pairs, *K* and *Gay*, *Ith* and *Thee*, *N* and *Ing*, etc.

(b) Do not shade any letter more than just enough to distinguish it from a light stroke.

T.

6. **Toe**, **toot**, **tooth**, **hat**, **tattle**, **tub**. Be careful to make *T* and *D* perpendicular. It is an easy matter to incline them a little and make entirely different letters; hence the importance of writing them over hundreds of times so that they may be made rapidly and at the same time be accurate.

D.

7. **Ode**, **doe**, **did**, **dread**, **fiddle**. Same as *T*, except shading.

Chay.

8. (a) **Check, catch, such, chum, chime, church, Fletcher, sachel.** This character represents but one sound, although in longhand it requires two letters to represent it.

(b) Bear in mind that no consonant has any real sound unless used with a vowel. Consonants may be said to have *force*. If we pronounce the word "church" slowly, dwelling on the *r*, then finishing the word (chur-ch), we get a good illustration of the force (not sound) of *Chay*. (c) Let the student try this, then compare this sound, or force, with *ch* in other words.

J.

9. (a) **June, jug, Joe, Jim, gem, wedge, judge, huge.** It will be noticed that in longhand the letter *g* often has the same sound as *j*. In such cases the stroke *J* is used in shorthand because *j* always has one fixed sound. When *g* sounds like *j*, it is called *soft g*; when otherwise, *hard g*. Compare the words *Jim* and *gem*. They are pronounced almost exactly alike, yet spelled with *j* and *g* respectively. Note other words spelled with *g* soft, and remember to use the shorthand character *J* invariably.

(b) Remember that in shorthand we write to correspond with what we *hear* when a word is spoken, not what we see when it is printed or written.

K.

10. (a) **Dock, kitten, tank, cat, cut, talc, chord, chaos, choir, quire, request.** Remarks on *j* and *g* above apply correspondingly to *k* and *c*, that is, *c* often has the sound of *k*; and when this is true, it is regarded as *k*, for shorthand purposes, because *k* has only one fixed sound, or force. (b) When *c* has the sound of *k*, it is called *hard c*; when it has the sound of *s*, it is called *soft c*. (c) *C*, then, has no sound of its own, borrowing its sound either from *k* or *s*; hence we have no use for a stroke *C* in the shorthand alphabet.

(d) Notice that *q* is marked as having the sound of *k*. This is true, but as it is always followed by *u*, the combination almost invariably has the sound of *kw*. The exceptions are in words taken from the French, as *quay* (*ke*), *coquette*, *pique*, *burlesque*, *antique*, etc., in which the *u* is silent.

Gay.

11. **Go, mug, great, glow, smuggle, guage, gig, pig.** This character represents the hard sound of *g*, and is called "Gay" because this name is more suggestive of its use than "G." Contrast the words *gem* and *game*. Though both are spelled with *g*, the former has the sound of *j*, which should be used in writing the word. Read explanation on *J* in this connection.

Hay.

12. **Hoe, here, hale, hymn, hat, hatch.** Written upward. The name of this character is changed from the longhand "H" to "Hay," because the latter is more suggestive of its force in words in which it is used. The longhand name is very unsuggestive, resembling *ch* or *Chay* when pronounced, and might be spelled "aich." From this the student can see the wisdom of a better and more suggestive name.

Ray.

13. (a) **Ray, row, reap, reach, rib, tarry.** Written upward. This is simply another name for, and another way of writing, *R*, and is used for convenience in joining to certain strokes where the downward curve, *R*, would be inconvenient, or impossible. There is, also, one other distinction which will be explained at the proper stage of your study.

(b) If standing alone, *Ray* may be inclined more than usual, in order to distinguish it from *Chay*. But if joined to other strokes, there is no chance of confusing them, since *Ray*, being written upward, is followed at the top, and preceded at the bottom, by other strokes, exactly the reverse being true of *Chay*. Consult the tables for illustrations on the manner of joining.

F.

14. (a) **Fee, fire, taffy, laugh, tough, phlegm, sophomore, phosphate.** The general direction of this stroke is the same as that of *P*, and it should be so formed that a straight line connecting the ends would make the character *P*.

(b) In writing curved strokes, do not start off in the direction of the slant. In writing *F*, for example, start in the direction of *T*, and gradually curve in the center, ending almost exactly in the direction of *K*. The same is true in a corresponding manner of all the curves except the horizontal curves, which need not have as much curvature as the upright or inclined ones.

V.

15. (a) **Eve, vex, vague, oval, vine, convey.** Same as *F*, except shading.

(b) In shading curved strokes, they should be made to taper to a light line at each end, the main shading being in the center. Practice this until you can accomplish it with ease.

R.

16. **Oar, arm, ark, peer, pour.** Read explanation on *Ray*.

Way.

17. **Way, woe, awake, award.** This character represents the sound of the longhand "w." The name is changed to "Way" because by far more suggestive than "double-u," which suggests several sounds, none of which even resemble the real force of the letter *w* when used in words.

Ith.

18. **Thin, thigh, think, myth, bath, both, theme, Athens, Methodist.** Pronounced as "with" without the *w*. Represents the light or thin sound of *th*.

Thee.

19. (a) **Then, the, thee, thy, they, scythe, bathe.** Pronounced as the pronoun "thee." Represents the heavy or blowing sound of *th*.

(b) Many students are unable, at first, to distinguish between the sounds represented by *Ith* and *Thee*. However, by carefully comparing the above words illustrating each, no difficulty need ever be had. Notice, for example, the words "thin" and "then." They are spelled almost alike, yet there is much difference between the first sounds of the words, it requiring more effort and a heavier, harder sound to pronounce the *th* in the latter than in the former. (c) In like manner compare the sounds of *th* in *bath* and *bathe*. Pronounce *bath*, using the heavy sound of *th* as contained in *bathe*, and you will note much difference in the pronunciations of the word. Carefully pronounce, many times over, the words illustrating both sounds.

S.

20. **Us, ask, lasso, cider, recite, rice.** Read what is said of *C* in § 10, *c*.

Z.

21. **Ezra, zero, lazy, zephyr, rise, pose, rose, rosy.** *S* very often has the sound of *z*, as shown above. When this is the case, the character for *z* is always used, since we are writing what is heard and not what is seen. [§ 9, *b*.]

Lay.

22. **Lie, lay, lip, pale, mile, soil, old.** This consonant, which is only another name for *L*, is written upward when not joined to another stroke; when joined it is written either upward or downward, according to which gives the best junction with other strokes. When written downward it is called "*L*" (*El*). Another rule distinguishes between the use of *L* and *Lay*, and will be given later.

Yay.

23. **Yes, you, yeast.** This character has the force and use of the longhand *y*, but the name has been changed to a more suggestive one. Note that in longhand we can not even use the letter *y* as a consonant in spelling its own name, and must spell it "w-i, wi."

Ish.

24. (*a*) **Wish, she, ashes, machine, issue, tissue.** Pronounced as "wish" without the *w*. (*b*) *Ish* is written downward, when not joined to another stroke; when joined, it is written either upward or downward, according to which gives the best junction with other strokes. When written upward it is called "*Shay*." (*c*) When *ch*, as in *machine*, or *ss*, as in *issue, tissue*, etc., has the sound of *sh*, this character must be used regardless of longhand spelling. [§ 9, *b*.]

Zhay.

25. (*a*) **Usual, pleasure, measure, azure.** As *zh* is not a combination used in the longhand spelling of words, it may be difficult, at first, for the student to get the exact sound. However, by carefully and repeatedly pronouncing the above words, the cor-

rect sound may readily be understood. Notice that either *s* or *z* has this sound in certain English words. (*b*) This *Zhay* sound is much used in the French language in such words as *Jean*, *regime*, *jardinier*, *Jeudi* (Thursday), and other words spelled with *j*.

M.

26. **Me**, **my**, **room**, **amuse**, **mummy**. This and the three other horizontal curves, following, need not be given quite as much curvature as the upright curves.

Imp.

27. (*a*) **Lamp**, **dump**, **hemp**, **impose**, **simple**, **emboss**, **embay**. Pronounced as the word "imp." Represents the sound of *m* in close combination with *p*, and also with *b*; but as *m* is more frequently sounded with *p* than it is with *b*, the character is generally called "Imp," but may be also called "Emb" in certain cases.

(*b*) In presenting "Imp" as a member of the alphabet, the author of this work has made a wide departure from the plan of other authors, who have seen fit to present it with the more advanced principles, calling it "M shaded to add *p* or *b*," etc., which is more or less confusing; but any student can see the wisdom of the departure, for it will be noticed that it fills up the gap in the circle representing the alphabet, and gives to *M* her mate. It is also used in writing a large number of simple words. It would be almost as consistent to omit *Ish* from the alphabet, presenting it as an advanced principle and calling it "S inclined to make *sh*," as to omit *Imp* and call it "M shaded to add to *p* or *b*." The reasons mentioned above certainly justify the introduction of *Imp* as a member of the alphabet.

N.

28. **In**, **no**, **sense**, **tangent**, **written**.

Ing.

29. (*a*) **Writing**, **being**, **sing**, **sung**, **sang**, **bring**, **brink**, **ink**, **sink**, **bank**, **monkey**, **zinc**. This is purely a consonant representing the sound which *ng* has as above, although its name corresponds to the complete spelling of the syllable *ing*; and this character, to write the sound of the syllable *ing* in full, must be preceded by the vowel *i*, short, in order that it may have the real

sound "ing." [28, b.] We must place before it, *u*, short, and *a*, short, in order to get the sounds *ung* and *ang*, respectively, as in *sung* and *sang*. (b) Before *k*, or the sound of *k*, *n* almost invariably has the sound of *ng*, as shown above.

ADDITIONAL REMARKS.

DON'T GET "BLUE."

30. If there is anything which helps a student to learn shorthand, it is a happy, cheerful disposition, a buoyant nature, and a firm and manly determination to succeed, all of which tell him to *go on*, even though the way seems long and rough and dark and drear. Remember that many others, no brighter nor smarter than you, have traveled the same road, and have the courage to go boldly on, not doubting that you will succeed. Don't think that the night has no end because it is dark and you can not see, nor the sea no shore because your limited vision can not yet reach it. Only "be patient and labor hard," and the light will dawn and the shore will be reached.

GET WELL ACQUAINTED.

31. The student should not content himself with once or twice reading over the explanations on the alphabet, nor with simply knowing the characters of the alphabet. He should write the characters and read the explanations until he not only knows them, but is absolutely *familiar* with them. There is a difference between knowing a man by sight and being *familiar*, or well acquainted with him. The student must get well acquainted with the members of the alphabet before he leaves them, for then he will begin to make new acquaintances, with whom, also, he must get familiar.

HOW ACCOMPLISHED.

32. The way to get well acquainted with a man is to associate with him—the longer the association, the more intimate the acquaintance. Then, to familiarize these characters, associate with them closely and constantly. It is not enough to write them a few times once, then pass them by. You may know them fairly well now, but later you will forget them if you leave them too soon.

DIRECTIONS TO STUDENTS.

33. (a) Write the alphabet over at least one hundred times before passing to another chapter. You should then see if you can write it four times in one minute if read to you, or three and one-half times if written by reference to the longhand names. If you can not write it that fast and make good legible characters, then you should proceed to write it another hundred times, or until you can write it at the required speed.

(b) Don't sacrifice neat, legible characters for the sake of speed under any circumstances. Remember you are to read what you write, and that scrawly, scratchy, wrecklessly made outlines can not be tolerated in shorthand.

34. Use the following in timing yourself for three and one-half times per minute: (Read also § 35, *a*, *b*, before commencing.)

P, B, T, D, Chay, J, K, Gay, Hay, Ray, F, V, R, Way, Ith, Thee, S, Z, Lay, Yay, Ish, Zhay, M, Imp, N, Ing.

SPEED—HOW OBTAINED.

35. Shorthand speed is obtained neither by fits and jerks, nor by slashing and dashing at a break-neck speed across the paper, but by learning abbreviating principles, by which one may take the near route through, and not the long one around.

(b) Even the most rapid writers do not appear to be writing fast when taking dictation. Of course it is to your interest to make characters rapidly; but if you can not do so, and at the same time make them *accurately*, then content yourself with a knowledge of the fact stated in (a) above, and go ahead. Remember: *accuracy first*; speed second. Accuracy is the *foundation* of speed, and the foundation must be laid before the roof and the weather-vane are ready for a coat of paint. (Read §§ 81, *b*, and 254 in this connection.)

CHAPTER II.

JOINED STROKES.

REMARKS TO THE STUDENT.

36. (a) It is highly important that you should, early in your study, become familiar with the strokes joined to each other, for it is these with which you will have largely to deal in the formation or outlining of words.

(b) Guided by the tables on Pages 22, 23, 24, 25, construct outlines as per longhand nomenclature. Be careful how you make the angle between strokes, when the junction requires an angle. Refer repeatedly to the tables in order to correct any deficiency.

STRAIGHT STROKES—JOINED AT AN ANGLE.

37. **Direction to Student:**—Practice the following until you can write it in *one minute and twenty seconds*, and make good, legible outlines.

P-D, P-T, P-Chay, T-P, K-Chay, Ray-Chay, Chay-Ray, B-Chay, J-Ray, Hay-T, Hay-D, Ray-Hay, K-Hay, Gay-B, P-Hay, B-D, K-Chay, Chay-K, T-B, Ray-K, J-K, J-K-B, B-K-P, P-D-J, J-D-P, P-J-D, D-P-J, K-J-K, P-K-P, K-Ray-K, K-Chay-K, T-B-Ray, Ray-B-T, P-Gay-Chay, P-K-Ray, Gay-Ray-B, Hay-D-Ray, Ray-T-Hay, Chay-K-Hay, Gay-T-P-Chay, P-Gay-T-K, K-Chay-K-Chay.

CURVED STROKES—JOINED AT AN ANGLE.

38. **Direction to Student:**—Practice until you can write in *one minute and twenty seconds*.

F-F, V-F, N-F, F-N, M-F, V-M, Z-R, R-Z, R-M, S-Z, Z-S, S-S, Ith-Thee, Thee-Ith, Ith-M, Lay-F, V-Lay, F-Yay, Lay-Yay, Ish-M, Shay-N, Zhay-R, R-Lay, Imp-Lay, L-Imp, Lay-Imp, Lay-M, L-M, L-L, Lay-Lay, Z-Lay, Thee-M, Lay-Thee, S-Lay, S-M, Ish-Ing, Ing-Ish, Ing-Ing, R-Imp, V-Lay, V-L, Lay-V, F-Ith, Ith-F, Thee-F, F-Thee, Ish-Zhay, Ish-Way, Way-Shay, R-N, Way-R, R-Way, M-M, N-N, F-M-M, Ish-Ish-M, F-V-F, F-F-V, V-V-F, V-F-V, Ing-N-Ing, S-S-Z, Z-S-Z, F-Thee-M, V-Yay-Imp, F-L-M.

CURVED AND STRAIGHT—AT AN ANGLE.

39. Direction to Student:—To be written in *one minute*.

F-T, R-K, M-Ray, M-K, K-M, Ing-K, B-M, R-Ray, Ray-F, K-F, Gay-V, Gay-F, N-D, D-M, N-Chay, Chay-M, F-Hay, Hay-V, P-Lay, P-L, Lay-P, B-R, F-Chay, Z-Ray, Ray-Z, Ish-K, Gay-Ish, Gay-M, Gay-N, Imp-Ray, N-P, Hay-N, D-Imp, Imp-T, J-F, V-J, J-N, J-L, J-Lay, L-J, Lay-J, N-K, Chay-Way, Way-K, K-Lay-Ray, Ray-F-N, F-Ing-K, Chay-Ing-K, Gay-Imp-Ray, N-P-M, P-M-Ray, M-Chay-Ray, M-Ray-Chay, Chay-M-Ray.

JOINED WITHOUT AN ANGLE.

40. Direction to Student:—Write in *one minute and twenty seconds*.

P-P, B-B, T-T, D-D, Chay-Chay, J-J, K-K, Gay-Gay, Ray-Ray, P-B, B-P, T-D, D-T, Chay-J, J-Chay, K-Gay, Gay-K, D-V, D-F, F-K, V-K, T-V, F-Shay, V-Shay, P-N, P-Ing, B-Ing, B-N, M-N, M-Ing, N-M, Ing-M, M-Ing, Ing-Imp, Imp-Ing, Imp-N, N-Imp, Lay-Shay, M-Ish, Imp-Ish, M-S, Imp-Z, Imp-S, F-R, V-R, F-Way, Ith-Z, Ith-S, S-Thee, Z-Ith, Z-Thee, Thee-Z, M-N-M, M-N-Imp, Imp-N-M, Imp-N-Imp, Imp-Ing-Imp, Ing-M-N, N-Imp-Ing, N-Imp-N, P-P-N, P-P-Ing, B-P-N, B-P-Ing, P-B-N.

STROKES NOT JOINED.

41. There being more than one way of writing the consonants *R*, *L*, *SH*, and *Hay*, it follows that there are certain joinings with them which must, or must not, be used, as follows: (a) **Ray** and **Hay** are never used before *R*, *M*, and *Imp*. (b) **R** is never used before *T*, *D*, *Chay*, *J*, *F*, *V*, *Ith*, and *Thee*, nor after *M* and *Imp*. (c) **L** is not used before *P*, *B*, *T*, *D*, *F*, *V*, *Ith*, *Thee*, *Ish*, and *Shay*. (d) **L** is seldom used before *Chay*, *J*, *R*, *Way*, *S*, and *Z*. (e) **L** is seldom used after any of the strokes in the writing of ordinary familiar words. (f) **Lay-Shay** or **Shay-Lay** (not *L-Ish* or *Ish-L*) is always used when a word requires the use of these two consonant strokes. (g) **Shay** is used only where the joining for *Ish* is bad or impossible, or where it joins considerably easier than *Ish*, which is not often the case. (h) The reason for the above rules is to secure better joinings or more lineal outlines. Of course there are a few exceptions, but they are governed by

general rules which will be presented under the proper headings; for example, see § 168.

(i) The student need not memorize all of § 41, word for word, but should continually refer to it when writing words, until he finally becomes familiar with the outlines of the words as governed by this section.

TABLE OF JOININGS.

42. (a) Explanation—The following pages are intended as a guide for the student in the joining of strokes. The student should carefully note whether or not there should be an angle between the various strokes, and also any other peculiarities of joining, for this is an important consideration.

(b) Both teacher and pupil will find this arrangement to be a most excellent one, it being not only a guide to the student, but a great convenience to both teacher and student in the way of drilling on the reading of shorthand characters.

(c) The arrangement, it will be noticed, is based on the same principle as the multiplication table, with which all are familiar. For example, if one wishes to know how to join "Gay-K," he will glance down the left-hand margin until he comes to *Gay* (or G), then with his finger trace toward the right until his eye strikes *K* on the top margin, and there he will find the two strokes joined (Page 22).

(d) There should be a decided angle between *F* and *S*, *F* and *Z*, and *V* and *S*. This fact is mentioned here because the table does not indicate it quite as plainly as it does the joining between the other strokes.

(e) There are several joinings indicated in the tables which would not occur in the writing of single words; but it is well to know these joinings, because they are frequently met with in more advanced work, where two or more words are joined (phrased).






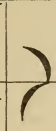



































































































































































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CHAPTER III.

VOWELS AND CONSONANTS—DEFINED, DISTINGUISHED, AND CLASSIFIED.

43. (a) "Vowel" and "vocal" are from the Latin *vocalis*, voice. Hence a *vowel* sound is the effect produced by forcing a volume of air through the vocal cords in the larynx, which causes them to vibrate, thus producing sound or voice, just as the reeds of an organ vibrate when air is pumped through them. (b) Quoting from Webster: "Voice * * * is produced by vibration of the so-called vocal cords in the larynx which act upon the air, not in the manner of the strings of a stringed instrument, but as a pair of membranous tongues, or reeds, which, being continually forced apart by the out-going current of breath, and continually brought together again by their own elasticity and muscular tension, break the breath current into a series of puffs, or pulses, sufficiently rapid to cause the sensation of tone." (c) The vowels are spoken with the mouth open, and are pure musical tones, not obstructed by the organs of the mouth, that is, by the lips, the teeth, the tongue, the palate, or the nose.

44. (a) The consonants, it has been remarked [§ 8, b], have no real sound unless accompanied by a vowel. This statement is true so far as concerns the longhand names of the consonants which we use in naming the characters of the alphabet. The statement is also true so far as concerns us for all practical purposes. (b) However, the consonants are not, of course, entirely devoid of sound; and in order to give the student a better and more general knowledge of the science of sound, without going into long and tiresome details, Sections 45 to 57 inclusive, are presented. (c) Too many authors fall into the unpardonable error of trying to make their books embrace complete treatises on elocution and phonetics, and many other subjects not directly related to the study of the principles of shorthand, any one of which subjects would require volumes in order to properly present it. It is well, of course, for the student of shorthand to inform himself on these related subjects by reading the proper books; but when a shorthand author attempts to tell it all in his textbook, he does justice neither to himself, to the student, to the related subjects, nor to the subject of shorthand.

QUALITIES OF CONSONANTS.

45. Consonants, unlike vowels, are not spoken with the open mouth, unobstructed, but are obstructed by the different organs of the mouth, mentioned in § 42, *c*.

SUB-VOCALS.

46. (a) Consonants may be divided into two classes—Sub-vocals and Aspirates. The former class may, as the name would suggest, be regarded as possessing slight vowel qualities. They are like vowels in so far as they are formed, most of them, by uniting pure tone with breath, thus producing a kind of blowing sound of its own. (b) But even if we could analyze the sound accredited to these Sub-vocals, we should, in the author's opinion, find them nothing more than a smothering of the simple vowel sounds. Hence we may still say that for all practical purposes, no consonant has any real sound without the aid of a vowel. (c) Following are the Sub-vocals: **b**, **d**, **j** or soft *g*, **g** hard, **v**, **r**, **w**, **th**, as in *then*, **z**, **l**, **y**, as in *yes*, *z* or *s* as **zh**, as in *azure* and *usual*, **m** and **n**.

ASPIRATES.

47. (a) The Aspirates are those consonants which, like the Sub-vocals, are obstructed by the organs of the mouth, but have no tone or vowel qualities, being only simple *breathings*. (b) Following are the Aspirates: **p**, **t**, **ch**, **k** or *c* hard or equivalent *q*, **h**, **f** or equivalent *ph*, **th** as in *thin*, **s** or *c* soft, **sh**, **wh** (*hw*), **x** (*ks*), **z** as in *anxious*.

ANOTHER DIVISION.

48. (a) We have already seen, from preceding sections, that a vowel is spoken with the open mouth—a clear, pure, unobstructed musical tone, executed mainly by the vocal cords, etc. We have also seen that the consonants, both the Sub-vocals and Aspirates, require the assistance, or additional use, of the organs of the mouth in their formation. (b) Now, we again make a division of the consonants, having reference to *which* of the organs of the mouth are employed in forming them, defined and illustrated in the sections which follow.

LABIALS.

49. "Labial" is from the Latin, *labium*, meaning "lip." Hence the "labials," as applied in phonetics, are those consonants

requiring mainly the action of the lips in their formation. They are: **p** as in *peep*, **b** as in *bob*, and **w** as in *wish*.

DENTALS.

50. "Dental" is from the Latin, *dens, dentis*, "tooth." As applied in phonetics, consequently, the dentals are the consonants requiring the use of the teeth in their utterance. They are: **s** or the sound of *s*, as in *sin*, *box*, *cider*, **z** or sound of *z*, as in *zeal*, *raise*, *xylophone*.

LINGUALS.

51. "Lingual," from the Latin, *lingua*, "tongue." Hence the linguals are the consonants using mainly the tongue in their formation. They are: **t** as in *tot*, and **d** as in *died*.

PALATALS.

52. The "palatals," in phonetics, as the name would imply, are the consonants requiring the use of the palate in their utterance. The palatals are also sub-divided into *front*, *middle*, and *rear* palatals, but here it is unnecessary to make this sub-division. They are: **j** or sound of *j*, **g** hard, **h**, **k** or sound of *k*, **r**, **s** or *z* sounding like **zh**, **ch**, **sh** and **l**.

NASALS

53. From the Latin, *nasus*, "nose." Hence the application of the term in phonetics to denote those consonants which are vocalized in their formation by a passage of air through the nostrils, thus imparting a resonance to the sound. The nasals are: **m** as *moan*, **n** as *noon*, and **ng** as in *sung*.

LABIO-DENTALS.

54. These are consonants requiring the combined action of the lips and teeth, as **f** in *fill*, and **v** in *valve*.

LINGUA-DENTALS.

55. These require the combined use of the tongue and teeth, as **th** in *thin*, and **th** in *then*.

MANY OTHERS.

56. There are many other divisions, distinctions, classifications, etc., among which are Labio-nasals, Dento-nasals, Lingua-nasals, Labio-palatals, Lingua-palatals, Gutturals, Sibilants, Liquids, etc., etc., none of which, except the latter, it is thought advisable to present in this work, enough having been said, it is

hoped, to cause the student to think and investigate, and to give him a deeper insight into the science of sound and sound writing.

THE LIQUIDS.

57. (a) This class of consonants is not spoken of with reference to which of the organs of speech are employed in their utterance, hence are not classed with Linguals, Palatals, etc. They are classed with reference to their relation to other consonants. These liquids, as their name suggests, have the quality of flowing or gliding into, and uniting with, other consonants, and having others unite with them, and consequently of being uttered in a single effort, etc. They are: **l**, **r**, **m**, and **n**, as in *play*, *glee*, *apple*, *claim*, *fly*, *pry*, *fry*, *pray*, *stopper*, *dry*, *trip*, *brave*, *smite*, *smoke*, *snow*, *sneeze*, etc. (b) This quality belongs more properly to *l* and *r* than to *m* and *n*, especially as applied in shorthand. This will be appreciated more fully later, however.

CHAPTER IV.

VOWEL REPRESENTATION—WORD WRITING. FIRST POSITION VOWELS.

58.

1	2	3	4
· ē	· ĭ	— Awe	— ō
Eat	it	all	hot

EXPLANATION.

59. We have already seen that the consonants are represented by straight and curved strokes—quadrants and radii of the circle. As can be seen from the above illustration, the vowels are represented by dots and dashes written *beside* the consonant strokes.

60. (a) There are twelve vowels in the regular scale, four of which are shown above. (b) The twelve vowels are divided into three classes of *four* vowels each, called respectively, *first*, *second*, and *third* position vowels, each class being written in a different place or *position* beside the consonant strokes.

NAMES OF THE VOWELS.

61. (a) Vowel No. 1, the heavy dot, is pronounced just as the letter "e" is pronounced in connection with the longhand alphabet. It is the long sound of *e*.

(b) Vowel No. 2, the light dot, is pronounced as the word "it," without sounding the *t*, or as the last syllable in *pit-y*.

(c) Vowel No. 3, the heavy dash, is pronounced just as the word "awe," or the first syllable of *aw-ful*, and is the broad sound of *a*.

(d) Vowel No. 4, the light dash, is pronounced as the word "on" without the *n*, and is the short sound of *o*. It very closely resembles the sound of *a*, as in *arm*, *pa*, *palm*, etc., but is a shorter, more quickly uttered sound than that of *a*, as will be seen by pronouncing the words *on*, *not*, and *pop*, then *alms*, *ark*, and *palm*. (Read remarks in Introduction about vowels.)

ILLUSTRATIVE SENTENCE.

62. The following sentence, which is easily memorized, contains four words, the vowels in which illustrate the first position vowels in the order in which they are presented: **Eat it all hot.**
(• • - -)

63. It will be noticed that the heavy vowel signs are representative of heavier or broader sounds than are the light signs. To illustrate, notice how much more prolonged is the word *eve* than *in* or *sit*, and *awl* than *on* or *hop*. The same applies to the second and third position vowels.

POSITION.

64. (a) In the illustration, the upright bar, or stroke *T*, directly under the figures 1, 2, 3, and 4, may be regarded as *any* consonant stroke, in order to illustrate the manner of placing the vowels. (b) Notice, then, that these first position vowels are placed beside the bar or stroke near the *beginning*, which is significant of the fact that: (c) The *first* position of *any* stroke is at the end of the stroke which is made first, regardless of the direction in which the stroke is written. (d) It naturally follows, then, since each stroke has three positions, that the *second* position of any stroke is midway between the two ends, that is, the center of the stroke, and also that the *third* position of any stroke is the terminating point.

TO DETERMINE THE POSITION OF WORDS.

65. If the vowel in a word of one syllable belongs to the class of vowels known as *first* position vowels, presented in this chapter, the word itself is said to be a "first position" word, and so with the second and the third positions, the name of the position of the vowel being applied to the word using the vowel. (The method of determining the position of words of more than one syllable will be explained under an appropriate heading in a subsequent chapter.)

PLACING THE VOWELS.

66. (a) The vowels (these dots and dashes) are placed on either side of a stroke, according as a vowel precedes or follows the consonant in a particular word or syllable. (b) If a vowel is to be read *before* a stroke it must naturally be placed on the *left-hand* side, and if *after*, on the *right-hand* side, of all upright or inclined strokes; and if it is to be read *before* one of the horizontal strokes, *K*, *Gay*, *M*, *Imp*, *N*, or *Ing*, it must be placed *above*, and if *after*, it must be placed *below*, the stroke.

PLACING THE STROKES.

67. (a) The position of the word having been determined, it then remains to place the outline with reference to the lines on the paper used for shorthand writing, as follows: (b) If it is a first position word of only *one* upright or inclined stroke, this stroke must be placed *above* the line, about half the height of a *T*. (c) If the outline contains both upright and horizontal strokes, or more than one upright stroke, it is so placed that the *first upright* (or inclined) stroke will be about half the height of a *T* above the line. (d) If the word contains one or more horizontal strokes, the outline is also placed above the line about as far as the full height of a *T*.

SILENT LETTERS.

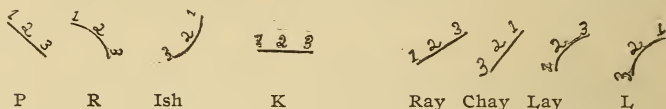
68. (a) As has been previously remarked, shorthand writing is sound writing, or employing characters to represent the true sound of the various letters and combinations of letters; hence, as we write by sound and not by letter, it is but natural that silent letters play no part in the science of shorthand writing.

(b) The following pairs will illustrate this statement, the first showing the longhand spelling, the second showing only the let-

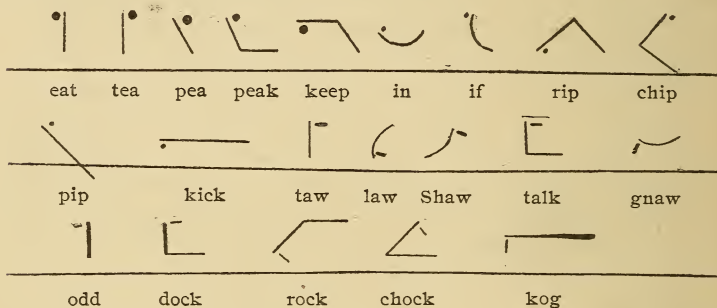
ters which are sounded, or the "phonetic spelling" of the word : *pea, pe; see, se; key, ke; beam, bem; thigh, thi; though, tho; laugh, laf; beau, bo; load, lod; Minnie, Mini; Jones, Jons (Jonz); sight, sil; sought, s-awe-t.*

ILLUSTRATION—§ § 59-68.

69. (a) The following illustrates the three positions on the strokes [§ 64, c, d.] :



(b) The following illustrates the method of placing the vowels on the strokes, and of placing the strokes above the line for first position words, etc. [§ § 66, 67.] :



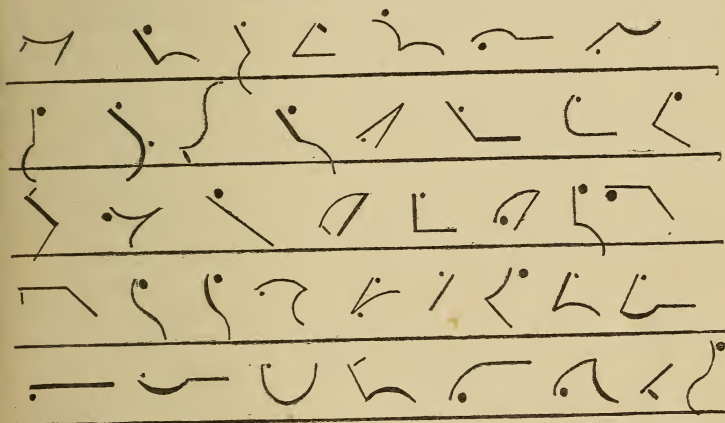
TO THE STUDENT.

70. If you have not actually mastered, and are not *perfectly* familiar with the preceding pages of this book, then you are not prepared for the exercises which follow, and should turn back at once and master each section before leaving it. Do not imagine that you can do what no student of shorthand has ever yet succeeded in doing, though many have tried—make a success of shorthand by passing from one principle to another without remaining with it long enough to be able to read words or exercises under the principle as readily as if written in common longhand, or without being able to write the exercises under the principle without the slightest hesitation about a single outline or part of an outline. Now, I have presented the above to you in very mild language,

indeed; and as one who has been "through the mill," I implore you to weigh well these remarks and apply them to the exercises and instructions which follow throughout this book, as well as to the preceding ones.

71. Direction to Student:—Read the following exercise, then copy carefully at least *twenty times*.

READING EXERCISE.



72. Direction to Student:—(a) It is advisable that you turn to the chapter in Part II of this book, giving a general rule for using *L*, *Lay*, *R*, and *Ray*, and become familiar with it as soon as possible, as it will prove of some assistance to you in future writing exercises; though it is not thought advisable to present it in the first part of the book.

(b) Write the following exercise, correct mistakes, then re-write *ten times*:

WRITING EXERCISE.

1. pea, bee, beach, beech, me, eat, tea, eke, key, Eve, fee, eel [see § 22],
2. Lee, lea, she [§ 24, *b*], thee, e'en, knee, sea, neath, gear,
3. (R) beam, ream [see § 41, *a*], meek, deem, tear, (R) tier, deer,
4. reed [§ 41, *b*], wreath, wreathe, reach, team, teem, reek, jeer,
5. reap, (Ray) peer, (R) beer, veer, (R) fear, peak, keep, beak,
6. peel [§ 41, *e*], peal, meal, deal, veal, zeal, theme, leech,
7. leer [§ 41, *d*], leak, leek, rear, (Ray-Ray) sheath [§ 41, *g*],
8. sheathe, sheep, shiek, deep, thief, thieve, teeth, teethe, Keith,

9. cheap, peach, cheek, ease, leaf [§ 41, c], lief, leap, reel, keel, (L)
 10. kneel, (L) peep, teach, league, **itch**, in, if, ill, pith,
 11. pithy, inch, lynch, myth, mill, limb, dim, ship, nick, Kinney,
 12. rip, (Ray) rim, pip, rib, writ, ridge, rich, rick, pick, kip, Jill,
 13. gill, kick, kith, thick, dig, rig, tick, Kitty, fig, Dick, lick, live,
 14. Jip, niche, nip, nib, big, rich, chip, pitch, ditch, pig, Gip, dip,
 15. tip, pity, Minnie, pill, lip, bill, Libby, Livy, Tim, chick, busy,
 16. chill, chilly, ring, gig, gill, jig, fish, dish, rid, lid, Dill, fib, jib,
 17. ditty, rill, ding, ink, king, kink, chink, pink, imp, limp, miff,
 18. vim, zinc, lily, Jim, gimp, **balk**, caw, calk, taw, hawk, gawk,
 19. gnaw, saw, law, raw, paw, awl, Paul, pall, maul, awed, chalk,
 20. talk, tall, laud, shawl, pshaw, Shaw, aught, wrought, thaw,
 21. Gaul, daub, **odd**, off, dock, notch, doll, lop, loll, knob, cop, rob,
 22. rot, rod, Roth, romp, wrong, gong, mock, knock, chock, rock,
 23. bock, cob, chop, botch, dodge, mop, bog, gob, dog, mob, job,
 24. bosh, shop, dong, shock, pop, Bob, Tom, top, jog, fob, fop,
 25. fog, log, lock, cog, cock, moth, lodge, knop, pomp, thong.

CHAPTER V.

SECOND POSITION VOWELS.

73.

1	2	3	4
· Ā	· Ē	- Ō	- Ū
Lay	Ed's	bow	up

EXPLANATION.

74. If the student has carefully read, and is perfectly familiar with, the explanations on placing the vowels and outlines, etc., set forth in the preceding chapter, he will understand by simple reference to the illustrations, all that is not specified in this chapter relative to second position vowels. Read § 64, *a, c, d*.

NAMES OF THE VOWELS.

75. (a) Vowel No. 1, the heavy dot, is pronounced as the word "a," or as *ate* without sounding the *t*. It is *long a*.

(b) Vowel No. 2, the light dot, is pronounced as the word "Ed," without sounding the *d*, or as the first syllable of *any*, throwing the *n* to the second syllable, *a-ny*. It is *short e*.

(c) Vowel No. 3, the heavy dash, is pronounced as the letter "o" in longhand spelling. It is *long o*.

(d) Vowel No. 4, the light dash, is pronounced as the word "up," without the *p*, or as the first syllable in *utter*, throwing the sound of *t* to the second syllable, *u-tter*. It is the short sound of *u*, and, like all short or light vowels, is a quickly spoken sound. Read § 63.

ILLUSTRATIVE SENTENCE.

76. The following sentence illustrates the sounds of the second position vowels in their order: **Lay Ed's bow up.**
(• • - -)

POSITION—PLACING THE STROKES, ETC.

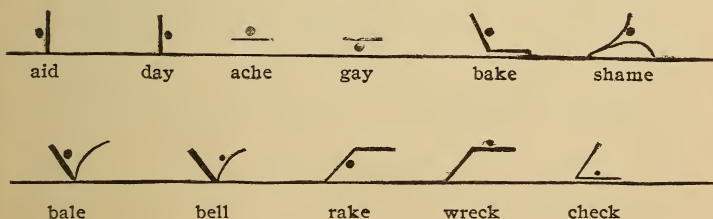
77. By reference to § 67, we naturally conclude that the first upright or inclined stroke governs the placing of the outline. In other words, place the first upright or inclined stroke in the required position, and let the other strokes extend as far in any direction as the outline requires for its completion.

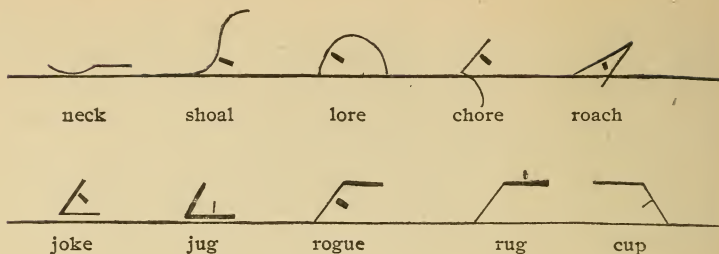
78. In writing second position words, let the first upright or inclined stroke, if any, rest on the line. If the outline contains only horizontal strokes, they should rest on, or very near, the line.

VOWELS BESIDE SECOND STROKE.

79. When a second position *light* vowel is to be read between two strokes, it must be placed beside the *second* stroke.

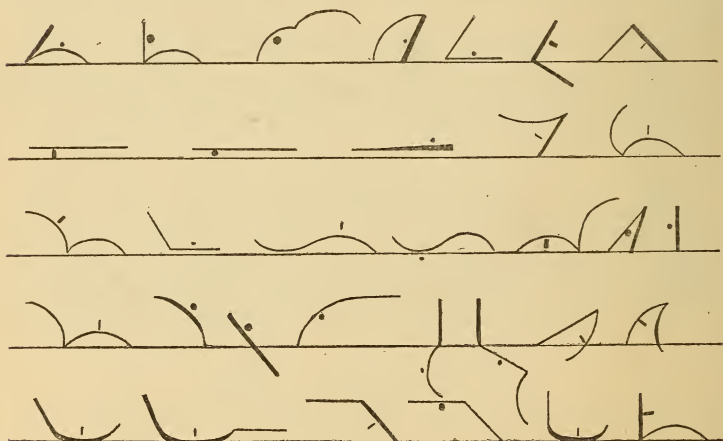
80. ILLUSTRATION—§ § 73-79.





81. **Direction to Student:**—(a) Read the following exercise, then copy *twenty times*. Practice until you can read the words as readily as you could if it were longhand print. (b) See that you make small, neat, outlines, and that your writing is compact and has a neat, artistic appearance. Make the last copy just as carefully as the first; and remember that the writer who tries to show off his wonderful skill (?) and special fitness (?) for his calling by slamming himself around the table with the air of one high in authority, who writes with a dash and a slash, turning the leaves of his tablet with a terrific snap—remember that this class of writers (and many there are) have never succeeded at shorthand. [Read §§ 33, b, 35, and 254.]

READING EXERCISE.



82. Direction to Student:—Write the following exercise, correct notes, then re-write *at least fifteen times*.

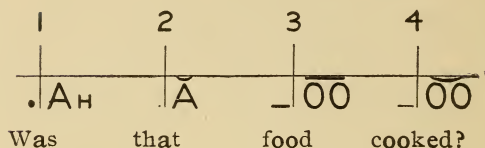
WRITING EXERCISE.

1. Pay, ape, bay, Abe, babe, ache, bathe, ate, day, aid, ray, jay,
2. age, they, may, aim, fame, knave, say, ace, way, weigh, hay,
3. neigh, nay, bake, vague, fake, nape, came, tame, dame, name,
4. game, page, gauge, cape, Jake, cake, cage, faith, maim,
5. lay [see § 22], ale, ail, veil [see § 41, *e*], vale, male, mail, dale,
6. pale, pail, bale, bail, tale, tail, jail, laid [see § 41, *c*], lathe,
7. layer [see § 41, *d*], rage [see § 41, *b*], raid, rate, shake [see § 41,
8. *g*], shape, shame, shave, shale [see § 41, *f*], rake (use Ray)
9. rail (L), nail (L), kale (L), lake (Lay), lame (Lay), **ebb**, Ed,
10. etch, edge, egg, ell, elf, beck, check, ledge, jell, deck, neck,
11. wreck, peg, peck, beg, fetch, wretch, keg, leg (Lay), death,
12. bell, led, dell, gem, shell, Kell, elk (L), elm (L), Lem (Lay),
13. Mell, red, knell, depth, Elb, **ode**, owed, ope, Poe, doe, dough,
14. Joe, show, toe, tow, go, oak, chore (R), roach (Ray), low, oath,
15. ore (R), oar, o'er, bow, beau, row (Ray), roe, roar, no, know,
16. ho, hoe, show, mow, foe, so, folk, choke, coach, joke, coke,
17. cope, poke, Polk, roam, wrote, rote, tore (R), road, rode,
18. door (R), rogue, Tobe, Job, coal (L), shore, rope (Ray),
19. pore (R), pour, robe (Ray), bore (R), lore, lower, roll (L), role,
20. both, mope, Pope, lope, pole, poll, poach, lobe, bowl, boll,
21. shoal, jowl, mole, loam (Lay), dome, dole, load, toll, vogue,
22. comb, loaf, foam, four (R), fore, loth, loathe, knoll (L), **up**,
23. tuck, Puck, cup, tug, muck, duck, dug, rug (Ray), chuck,
24. chunk, nudge, chum, luck, love, luck, fudge, bug, budge,
25. buck, cub, mum, fur (R), shuck, shove, muff, judge, jug, mush,
26. gush, rush, touch, thumb, bum, bomb, numb, dumb, tongue,
27. lung (L), lunch (L), dull, lull, pug, null (L), Dutch, pup, tub,
28. gum, mug, lug (Lay), gull (L), lurch (Ray), lurk (R), monk,
29. rung (Ray), wrung, dump, pump, jump, lump, thump, gump,
30. purr (R), bump, bunk, rub (Ray), bung, tush (Shay), junk,
31. rum, myrrh, mull, burr (R).

CHAPTER VI.

THIRD POSITION VOWELS.

83.



NAMES OF THE VOWELS.

84. (a) Vowel No. 1, the heavy dot, is pronounced as the word "ah." Called *Italian a*.

(b) Vowel No. 2, the light dot, is pronounced as the word "at" without the *t*, or as the first syllable of *Adam*, throwing the *d* to the second syllable, *A-dam*. It is *short a*.

(c) Vowel No. 3, the heavy dash, is pronounced as the word "too," without the *t*, and is called "long oo" (*long double-o*).

(d) Vowel No. 4, the light dash, is pronounced as the exclamation "ugh," or as the sound of *oo* heard in *nook*, *took*, or *u* in *pull*, *push*, etc.

ILLUSTRATIVE SENTENCE.

85. The following sentence illustrates the sounds of the third position vowels in their order: **Was that food cooked?**
(• • - -)

VOWELS BESIDE SECOND STROKE.

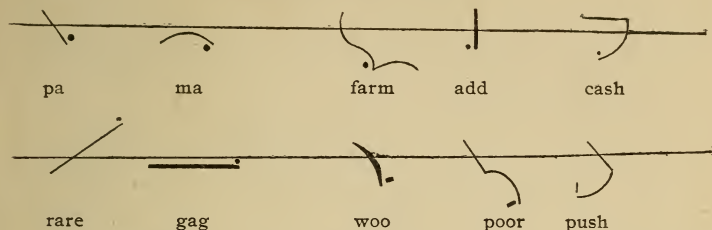
86. All the third position vowels are placed as are the second position light vowels, that is, they are written beside the *second* stroke when they are to be read between two strokes.

PLACING THIRD POSITION STROKES.

87. As has been said [§ 77], the first upright or inclined stroke governs the placing of the outline. For outlines in the third position, the upright or inclined stroke must cross the line; if the word contains only horizontal strokes, they must be written just under, but not touching, the line.

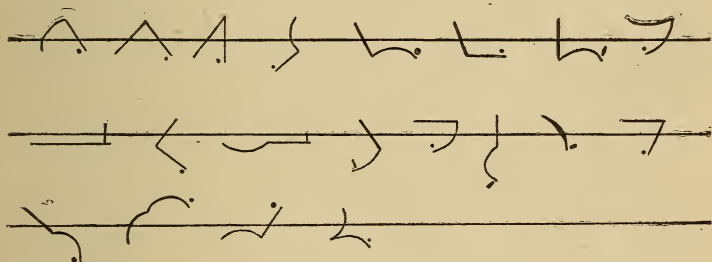
88.

ILLUSTRATION—§ § 84, 87.



89. Direction to Student:—Read the following exercise, then copy it *twenty-five times*. Do not leave it until you can read it as readily as if it were longhand.

READING EXERCISE.



90. Direction to Student:—Write the following once, correct errors, then re-write *twenty times*. Read what is said in Introduction about vowels.

WRITING EXERCISE.

1. Pa, baa, ma, ha-ha, par (R), bar (R), far (R), Arp (R), mar [§41, 6],
2. jar (R), char (R), balm, palm, calm, ark (R), lark, larch, farm,
3. arch, march, **add**, at, lad, rack (Ray), wrack, ask, asp, gag,
4. rag (Ray), jag, Jack, cam, Mack, ash, mash, sham, knock,
5. back, cab, pack, cap, cash, tack, attack, thatch, lack (Lay),
6. fair (R), nag, rat, tear (R), tare, rare (Ray-Ray), catch,
7. bare (R), bear, rap (Ray), wrap, pare (R), pear, pair,
8. lam (Lay), lamb, rang (Ray), chap, patch, batch, gang, bang,
9. bank, tank, rank (Ray), latch, lap, pal, tag, fag, fang, lash,
10. shank, match, map, tab, tag, bag, gab, gnash, jab, badge, lag,
11. nap, lamp (Lay), camp, damp, vamp, rash (Ray), gash, shag,

12. path, pang, dash (Shay), dam, **coo**, tooth, woo, loop, pool,
 13. poop, doom, room, tomb, booth, move, root, tour (R), rude,
 14. rood, ooze, tool, roup (Ray), poor (R), loom (Lay), boom,
 15. Ruth, pooh, **coop**, push, book, look, pull, bush, nook, took,
 16. cook, rook (Ray), cush, shook.

SUMMARY—RULE FOR PLACING THE VOWELS.

91. After studying the three chapters on vowels, we deduce the following: (a) When a vowel is read between two strokes, it is placed *after* the *first* stroke if it is a first position vowel or a second position *heavy* vowel; it is placed *before* the *second* stroke if it is a second position *light* vowel or a third position vowel. (b) If two vowels occur between two strokes, the rule is disregarded, and one vowel placed beside each stroke.

92. The following diagram illustrates the above rule, showing all the twelve vowels placed between two strokes and beside which stroke they would be placed singly when used in the writing of words:

ILLUSTRATION—§ 91, a.



93. **Direction to Student:**—Practice the following list until you can write it as readily when read to you out of the order shown as when read in it.

WRITING EXERCISE—ONE, TWO, THREE.

1. Pea, pay, Pa; raw, row, rue; law, low, Lou; me, may, ma;
2. Paul, pole, pool; tall, toll, tool; bock, buck, book; pick, peck,
3. pack; Nick, neck, knack; lock, luck, look; Dick, deck, tack;
4. rick, wreck, rack; rid, red, rat; cop, cup, coop; pig, peg, bag;
5. lick, leg, lag; lid, led, lad; beak, bake, balm; leak, lake,
6. palm; mock, muck, nook; meek, tape, arm; jog, jug, push;
7. shock, shuck, shook; rob, rub, rook; keep, cape, calm;
8. chick, check, chap; top, tub, bush; **leap**, lope, lap; pith, both,
9. path; rot, rut, rat; kick, cake, cook; fig, fake, fag; peer,
10. pore, poor; fish, mush, mash; leaf, loaf, laugh; sheep, shape,

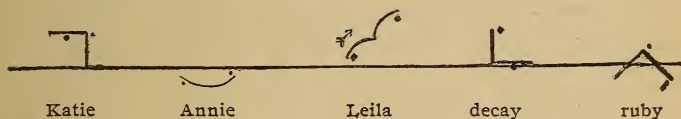
11. nap; fop, shake, shook; meal, mail, pool; mill, mole, book;
 12. rim, rum, ram; tip, tape, tap; ream, roam, room; chalk,
 13. choke, lack; cheek, nudge, badge; tier, door, move; gig,
 14. coke, gag.

CHAPTER VII.

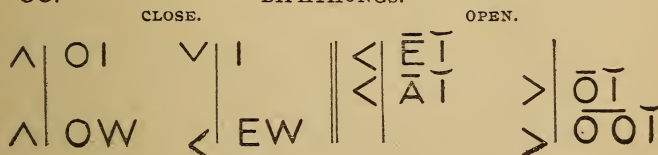
TWO SYLLABLES—DIPHTHONGS.

94. We have seen from preceding chapters that the position of words is governed by the vowels, but as yet we have only dealt with monosyllabic words. If a word having more than one syllable contains vowels which belong in different positions, that is, one belonging to the group of first place vowels, another to the second or third, etc., then it is the vowel contained in the *accented* syllable, or the syllable which is spoken with the greatest force or stress of voice, which governs the position of the outline. Almost every word in the English language, of more than one syllable, contains one syllable which has a decided accent, and with a little practice, the student will have no difficulty in readily detecting the accented syllable.

95. ILLUSTRATION—§ 94.



96. DIPHTHONGS.



EXPLANATION—NAMES.

97. (a) Diphthong No. 1 is pronounced as *oi* in *oil*, *toil*, *decoy*, etc. Reference to the upright bars will show positions of all the diphthongs. (Scale above about twice natural size.)

(b) Diphthong No. 2 is pronounced as *ow* in *owl*, *cow*, *frown*, or *ou* in *out*, *pout*, etc.

(c) Diphthong No. 3 is pronounced as the word "I," and is used in all such words as *like*, *write*, *sight*, *scythe*, etc.

(d) Diphthong No. 4 is pronounced as the word "you," or as *ew* in *pew*, *chew*, *dew*, or as *u* in *due*, *dupe*, *July*, etc. In combination with some consonants, this sound very closely resembles the sound of long *ōō*. When this is the case it is not of great importance, for practical purposes, to discriminate between them.

(e) Diphthong No. 5 is pronounced as *ei* in the word "*deity*," or as a quick utterance of long *ē* and short *ī*. This and the three following are called "open diphthongs," for very evident reasons. They are used to obviate the necessity of writing two vowels after one stroke in certain words.

(f) Diphthong No. 6 is pronounced as *ai* in the word "*laity*." It may be used, not only for *ai*, but for *ae*, as in *payee*, or for any similar sound.

(g) Diphthong No. 7 is pronounced as *oi* (*oy*) in *snowy*. It may be used for all similar sounds, such as are heard in *Owen*, *Noah*, etc. Some authors give special signs for the sounds heard in these two words, but for all practical purposes this is wholly unnecessary, and serves only to confuse the learner.

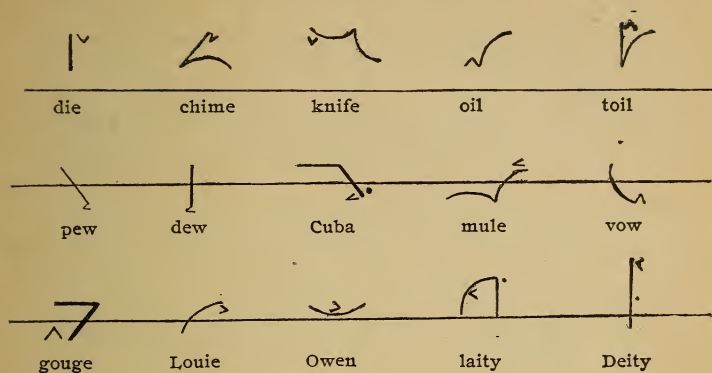
(h) Diphthong No. 8 is pronounced as *oui* (*ōō-i*) heard in *Louis*, being simply a quick utterance of the third position heavy dash and the first position light dot. It may also be used for all similar sounds, such as *ew-ī*, *ew-ē*, *ew-ă*, etc., as heard in such words as *dewey*, *jewel*, *duel*, *dual*, *Suez*, etc.

(i) It will be noticed that the open diphthongs are only quick utterances of two simple vowels in succession, and that the first vowel sound heard in them is a heavy dot, or dash, vowel, and also that these open diphthongs occupy the same positions beside the strokes that their first vowel sounds have in the simple vowel scale. This will aid the student in memorizing them.

(j) Whenever it is possible, diphthongs should be joined to the strokes, as it facilitates speed. See illustration and reading exercise.

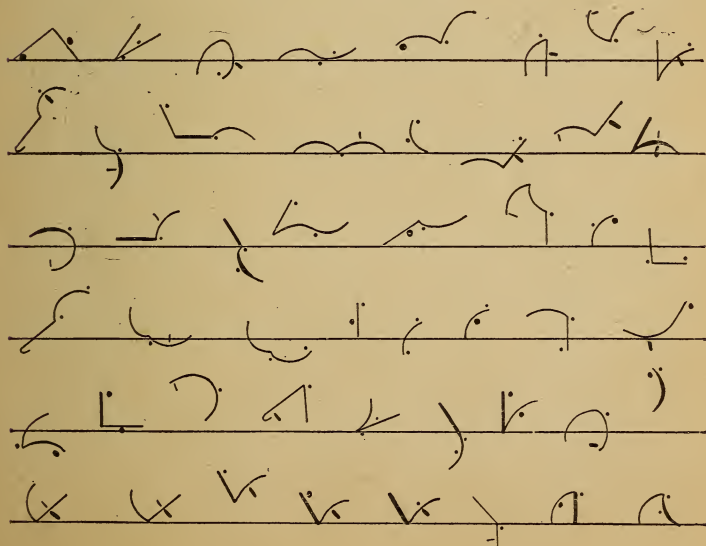
98.

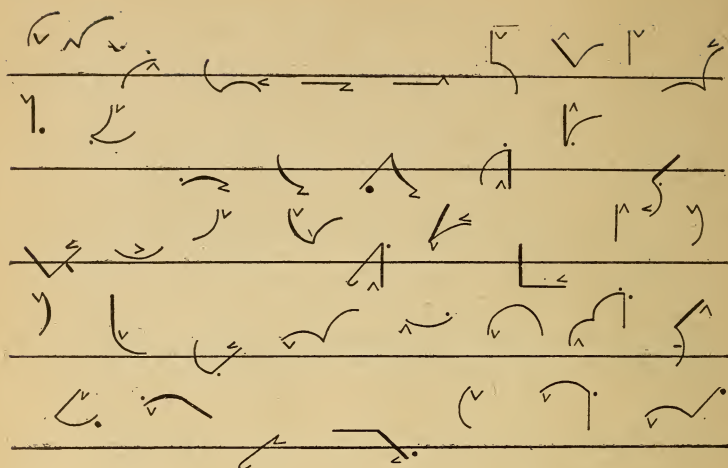
ILLUSTRATION— $\frac{1}{2}$ 97, *a-j*.



99. Direction to Student:—Read the following exercise, then copy *twenty times*. Practice reading also until you can read it in *thirty-seven seconds*.

READING EXERCISE.





100. **Direction to Student:**—Write Exercises 101 and 102, after correction, until you can write them in *seven minutes*, and make good, legible notes. Don't forget to make small outlines.

101. **WRITING EXERCISE—TWO SYLLABLES.**

1. Anna, Allie, Amy, Mamie, Edna, Annie, Nettie, Ada, Addie,
2. Effie, Norah, Lonnie, Dora, Rhoda, Nannie, Hannah, Mary,
3. Bona, Daisy, Eva, Asa, Cora, Carrie, Edith, Lizzie, Alma,
4. Alvah, Ruby, Jessie, Adam, Bessie, Hattie, Laura, Loma,
5. Mattie, Della, Jennie, Johnny, Janie, Lottie, Bettie, Ezra,
6. Enoch, Fanny, Elam, Donnie, Lena, Libbie, Gussie, Minnie,
7. Molly, Milly, Hallie, Lola, Lily, Leila, Lucy, Lula, Baily,
8. Katie, Rosa, Emma, Dollie, Olive, Octa, Otho, Rena, Patty,
9. Kittie, Tennie, Jonah, Jerry, Harry, Esau, Jacob, Lacy, Joel,
10. Joab, cherry, cheery, ferry, dairy, bouquet, depot, repay,
11. obey, opaque, decay, abbey, echo, below, shallow, hollow,
12. mellow, guinea, gaudy, pigmy, haughty, hurry, hurrah, hero,
13. Erie, halo, hello, alto, tallow, coffee, ashy, berry, airy,
14. mummy, allay, arrow, eighty, folly, chilly, lassie, lessee,
15. lasso, narrow, gauzy, alum, polish, fuzzy, fussy, dizzy, racy,
16. rosy, hazy, mossy, volley, ruddy, morrow, rally, delay, ready,
17. shady, bob-tail, unto, funny, fairy, Shelly, sherry, mealy,
18. marry, moody, tarry, galley, gaily, needy, puppy, minnow,

19. jabby, shabby, rainy, money, fellow, billow, bellow, lady,
20. laddie, package, navy, taffy, putty, shadow, meadow, many,
21. lucky, merry, jockey, elbow, elope, shaggy, café, jelly, jolly,
22. valley, chimney, attack, lobby, mazy, bushy, gulley, pulley,
23. toney, knotty, lofty, petty, bevy, thorough, marrow, jumbo,
24. embay, borrow, bamboo, bombic, embalm, ambush, impeach,
25. empale, shampoo, monkey, inky, jetty.

102. WRITING EXERCISE—DIPHTHONGS.

1. Isle, aisle, nigh, lie, tie, rye, wry (Ray), awry (R), thigh, tile,
2. die, pie, Guy, bile, sigh, ice, eyes, dial, China, shy, life, alive,
3. mighty, defy, chime, piracy, tire, pipe, type, mile, Nile, dike,
4. tiny, July, file, vile, fire, fiery, fife, writhe, Fido, dire, tidy,
5. shiny, tithe, guile, pile, liar, lyre, by-way, viol, mire, buy,
6. rite, write, right, aright, like, alike, lime, pike, Ely, Myra,
7. Ida, Idaho, Dinah, diary (Ray), imbibe, ivy, vie, dime, pious,
8. fie, bias, Lila, knife, Isaac, Ike, rhyme, thyme, hie, Eliza,
9. piety, abide, fiat, rarefy, Elisha, Elias, Elijah, Zion, attire;
10. owl, bow, cowl, vow, vouch, cow, row, chow-chow, avow,
11. avowed, pouty, gouty, out, allow, allowed, loud, aloud, couch,
12. howdy, vowel, rout, mouth, gouge, rowdy, shower, bower,
13. tower, pow-wow, Gowdy, pouch, mow, Powell, fowl, foul, How-
14. ell [see 91, *é*]; **pew**, juicy, duty, mule, mulish, Hugh, hue,
15. duke, fume, view, review, cue, due, dew, dupe, mew, chew,
16. adieu, gnu, Jew, jury, eschew, July, Jehu, duly, lure, Luke,
17. askew, Cuba, cube, cubic, fury, tube, bureau, Beulah, beauty,
18. imbue, Eulah, sue, purity, purify, occupy, renew, rebuke,
19. puny, juror, furor; **annoy**, oil, boy, toy, joy, enjoy, decoy,
20. toil, boil, doily, toiler, boiler, alloy, Doyle, foil, voyage, coil,
21. roil, envoy, loyal, loyalty, joyous, royal, royalty, noisy,
22. boyish, coyish [91, *é*]; **Owen**, Owenby, boa, Noah, doughy,
23. showy, payee, laity, gaiety, deity, Louie, dewey, annuity,
24. duel, fuel, dual, Jewish, jewel.

CHAPTER VIII.

CIRCLES.

REMARKS TO THE STUDENT.

103. With Chapter VII was concluded explanations of the consonants and vowels. With the knowledge gained thus far, you are able to write a shorthand outline for any word in the English language. But it is evident that the outlines you are now able to make are not adequate for recording the rapid utterances which fall from the lips of a speaker. They would not enable you to write at a rate of speed much greater than, if as great as, common longhand. We will from now on, chapter by chapter, learn abbreviating principles which will shorten the method we now have of outlining certain words. I say "certain" words, because the words which have been presented to you in previous chapters are in their briefest forms, and you will always write them as you have thus far done. The same is true of all words in every exercise throughout this book. Many authors commit the "unpardonable sin" of having the student write words the principles governing the formation of the briefest outlines of which have not been studied. The consequence is that the student is constantly compelled to *unlearn* and *unfamiliarize* the forms which he learned early in his study, and he never knows whether he is studying for temporary or for permanent use. The exercises in this work have been made very copious and complete; for almost every word in the language which can be written according to a given principle, has been presented under that principle. Hence the student, in his early practice, should confine himself to the words contained in the exercises, unless otherwise directed by his teacher.

CIRCLE AT BEGINNING.

104. (a) A small circle, called "Iss," at the beginning of a stroke is read *before* the stroke or any of the vowels beside it. (b) This circle is a brief form for *s* and *z*, but is not used for *z* at the beginning of a word, because *z* at the beginning never has the sound of *s*.

RULE.

105. It naturally follows that: (a) When *s* begins a word, we should represent it by a circle on the beginning of the following consonant stroke, subject to the following exceptions:

(b) If *s* is preceded by a vowel at the beginning of a word, the stroke *S* must be used.

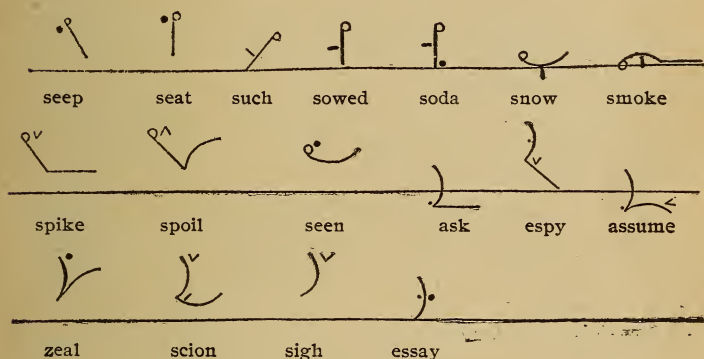
(c) If *z* begins a word the stroke *Z* must be used.

(d) If two vowels come between an initial *s* and the following consonant-stroke, the circle is not used. Whenever possible, only one vowel should be placed beside each stroke. [§ 91, b]

(e) Of course if *s* is the *only* consonant in a word the stroke *S* must be used.

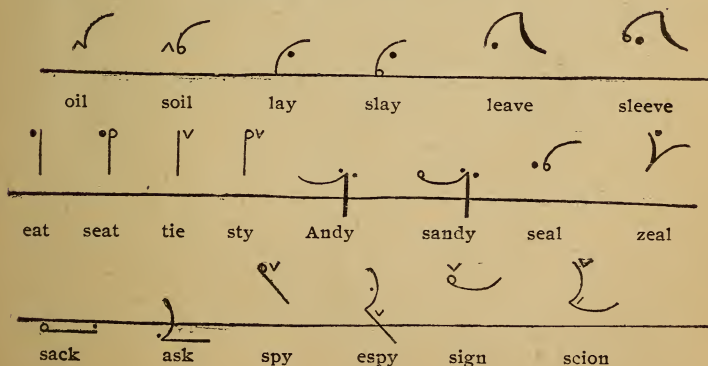
106. ILLUSTRATION—§§ 104; 105, *a-e*; 106, *a, b*.

(a)



(b)

CONTRAST—§§ 104; 105, *a-e*.



WHERE WRITTEN.

107. (a) The following simple illustration may serve to impress upon you the fact that the circle is always made in the same direction on *straight* strokes, regardless of the direction of the strokes. This direction is the *opposite* of that in which the hands of a watch move, and determines which side of the stroke the circle should be written on.



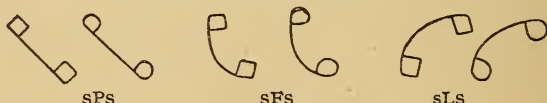
(b) The circle is written on the concave side of all curves.

(c) All the above remarks apply to the end, as well as to the beginning, of all strokes.

(d) If the circle is to be written between straight strokes in different directions, it is written outside the angle, regardless of the above remarks.

HOW TO MAKE THE CIRCLES.

108. It is highly important that the *strictest* attention be paid to every detail in writing outlines. What may seem to you of no value, may prove to be of the greatest importance. As regards the circle, it is important to begin forming it at the right point, and also to make it in the right shape. It should be begun at a point through which the stroke will pass when made, in order that the stroke itself may form one side of the circle, and in order that you will not have to retrace any part of it. Make the circle round, not oblong. To do this it is well to remember to start off at right angles with the stroke. Imagine the circle a small square, with the corners rounded off, and begin exactly as if you were going to make a square with the stroke for one side.

ILLUSTRATION— $\frac{1}{2}$ 108.

NOMENCLATURE.

109. (ā) It is of great importance that the *names* of outlines be pronounced correctly, because the names of the strokes or out-

lines, when properly called, very closely resemble the pronunciation of the words themselves. This is important because, in return, the words, themselves, are suggestive of their outlines.

(b) It would naturally follow, then, that the blending, or *running together*, of the consonants in calling the outlines should, as far as is consistent, be like that of the words which the outlines represent.

110. It sometimes happens that only one stroke is required to write a word of two syllables, and it frequently happens that it requires two strokes to write a word of one syllable. But the general rule for calling outlines (and this is important) is to pronounce each stroke in but one syllable, regardless of how many circles, hooks, etc., may be attached to the stroke. The name "Way" suggests the words *we*, *woe*, and *woo*, and is identical with the word *way*. Then for the word *sway* and other similar ones, we should also have an outline pronounced in one syllable. The name of this outline is "Sway," which happens, not only to be suggestive of, but to exactly name, the word *sway*. Also, if there is a circle at both ends of the stroke *Way*, it is pronounced "Sways," which suggests the words *sways*, and *swiss*, which this outline writes.

111. (a) In the nomenclature in this book, however, the letters which represent the stroke parts of the outlines will be printed in capitals, as "sWays," "sPees," or "sPs," "sBs," etc. (b) Remember: *only one syllable for one stroke whenever practicable*. But when not practicable, that part which is to be pronounced in a separate syllable, will be printed in italics.

112. **Direction to Student:**—Write the following words with the greatest care. After correcting, re-write *twelve times*. Don't let the circles on straight strokes cause you to make the strokes curved. Practice calling the names of the outlines with the aid of your teacher until you can do so without any hesitation.

WRITING EXERCISE—INITIAL "ISS."

1. Sop, sob, set, said, soap, sight, cite, sap, spy, sty, sup, sip,
2. seep, sod, seed, sawed, sowed, soda, sit, sag, seat, sat, soot,
3. soothe, seem, seam, sad, seen, scene, sown, snow, snowy, sane,
4. seine, sun, son, soon, sinew, snap, snipe, snub, sung, sang, sank,
5. sunk, snag, snug, 'sign, sum, some, Sam, sauce [see § 115],

6. cease, size, seize, seek, sick, sake, soak, sack, sago, seer, such,
7. siege, sage, sash, soar, sore, sower, seethe, sour, scythe, sire,
8. sir, sway, seal, ceil, sail, sale, slay, sleigh, slow, sole, soul,
9. sill, silly, sully, sally, Saul, slaw, sling, slung, slang, sly, soil,
10. stay, safe, sofa, safety, save, savage, sieve, sorry, sorrow, seas,
11. (add *Iss* to *sea*), spike, spear, sparrow, spake, spoke, spoil,
12. spell, spill, spool, survey, serge, surge, surrey, spire, swim,
13. swallow, swell, swum, swam, slower, social, socially, solve,
14. slack, silk, slick, slash, sulky, slush, snake, sneek, sanity,
15. snag, smoke, smack, skip, simile, small, smell, sleep, sleepy,
16. sledge, slop, slope, slab, saliva, sallow, Sunday, sandy, sing,
17. sink, sniff, snuff, psalm, skip, skim, Sambo, swamp, sample,
18. scheme, scum, succumb, scoop, Scotch, scamp, sphere, sap-
19. phire, suffer, savor, severe, solemn, sulk, slayer, slab, slime,
20. slimy, slim, slum, slam, smile.

FINAL "ISS"—RULE.

113. When the sound of *s* or *z* ends a word, it is represented by the small circle *Iss* on the end of the preceding consonant stroke.

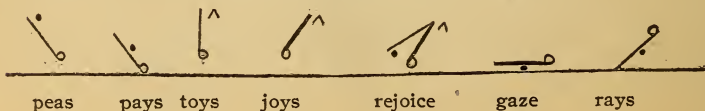
EXCEPTIONS.

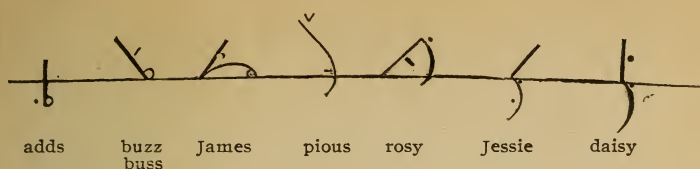
114. If two vowels come between a final *s* and the preceding stroke, then the stroke *S* must be used and the word vocalized as set forth in § 91, *b*.

115. (*a*) Sometimes, when a word is composed of only *s* or *z* sounds, as *size*, *seize*, *cease*, *sauce*, etc., we must violate one or the other of the rules for the use of the circle. In such cases it is best not to *anticipate*, but to apply rules as they come. In other words write "*sS*" for *sauce*, *cease*, etc., since *s* begins the word, and you are to write the beginning *first*. *S* also ends this word, but we can not apply the rule at both ends. (*b*) It is generally best, however, to add *Iss* to the singular forms of words, so as to preserve analogy, as *S* for *sea*, *sow*, *sigh*, and *Ss* for *seas*, *sows*, *sighs*, etc., while *seize*, and *size* are best outlined in accordance with *a* above.

116.

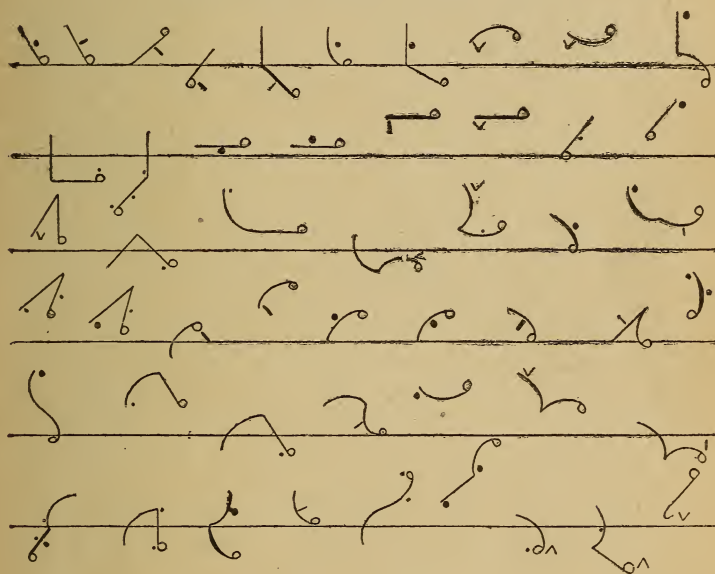
ILLUSTRATION—§§ 113, 114.





117. **Direction to Student:**—Read the following exercise, then copy from the book *twenty times*. See that you can call the names of the outlines properly.

READING EXERCISE—FINAL “ISS.”



118. **Direction to Student:**—The following should be written once, corrected, then re-written at least *ten times*; but the better plan would be to write in sections, say of five lines at a time, or as much as your teacher deems advisable.

WRITING EXERCISE—FINAL “ISS.”

1. **Pause**, paws, peas, pies, piece, peace, appease, poise, pays,
2. pace, pass, pews, pose, oppose, picks, peaks, peeks, pikes,
3. pecks, pokes, packs, pigs, pugs, pegs, pipes, pops, pups, pales,
4. pails, poles, pulls, pulleys, pills, palls, piles, pools, police,

5. peers, piers, pyres, pears, pairs, pares, pores, pours, pitches,
6. patches, pushes, pages, pumps; **bees**, beaux, bows, bass, base,
7. abase, bays, boss, boys, buys, buss, buzz, obeys, abuse, abyss,
8. abbess, bodice, beauties, balls, bowls, bolls, bellows, bills,
9. biles, boils, box, books, backs, bakes, beaks, begs, bags, bogs,
10. bugs, beams, booms, bums, bombs, bumps, baths, bathes,
11. booths, bangs, bungs; **toys**, teas, tease, ties, toes, tows, taws,
12. oats, eights, teams, teems, items, atoms, autumns, tombs,
13. tames, tires, attires, tiers, tears, towers, tours, teaches, touches,
14. tips, tops, taps, tabs, tubs, tubes, tapes, types, ticks, tacks,
15. attacks, tax, tucks, tugs, tags, tools, tolls, tiles, tales, tails, toils,
16. tallies, atlas, Thomas, tongues, tanks, tongs; **dies**, dice, adds,
17. adz, days, does, dues, deuce, doze, dose, daze, dewes, dimes,
18. dames, dims, domes, dummies, demise, dams, dulls, doles,
19. dales, delays, dolls, deals, dells, dailies, dallies, dials, duels,
20. duties, advise, advice, devise, device, diffuse, deface, defies,
21. depose, depots, daubs, dips, dupes, depths, deaths, dogs, digs,
22. ditches, Duchess, dodges, adages, dashes, dishes, Dukes,
23. docks, ducks, decks, decoys, decays, dykes; **chose**, choose,
24. chews, chase, choice, cheese, chess, itches, etches, checks,
25. chicks, chips, chaps, chops, cheeps, chums, chimes, cherries,
26. champs, Chinese; **joys**, juice, Jews, Joe's, Jess, ages, edges,
27. gibes, jobs, jeers, juries, jigs, jugs, jogs, jags, jams, James,
28. gems, jokes, jocose, jockeys, jails, gills, jewels, jowles, jellies,
29. joyless, jumps; **keys**, ekes, caws, aches, ax, ox, cows, coos,
30. echoes, case, cues, cause, kiss, catches, coaches, cages, Carry's,
31. curries, carouse, chorus, coax, cooks, cakes, kicks, kegs, cogs,
32. cups, keeps, caps, capes, copes, coops, cobs, cubs, cabs, calms,
33. combs, cashes, kings; **geese**, goose, guess, gaze, gauze,
34. guise, goes, gas, eggs, games, gums, gauges, gouges, gullies,
35. Gauls, gales, gulls, gills, goddess, gigs, gags, gaps, gapes,
36. gangs, gongs; **hies**, hiss, hose, hoes, hays, haze, hues,
37. Hughes, house, hews, heroes, hurries, harrass, Harris, hollows,
38. halos, Hades, Hattie's; **rice**, rise, raise, rays, raze, race, rose,
39. rows, roes, ruse, rouse, rows, rips, raps, wraps, repays, reaps,
40. ropes, repose, rubs, ribs, robs, robes, rubies, rats, roots, rates,
41. ruts, rots, writs, rites, writes, rights, wrights, routs, routes,
42. rids, rides, raids, roads, roods, rods, reeds, reduce, rakes, ricks,
43. racks, rocks, rooks, reeks, wrecks, wrecks, rugs, rags, rigs,
44. reaches, roaches, wretches, riches, rejoice, urges, earth's,
45. rushes, rolls, roles, rails, rills, reels, roils, riles, relies, relays,

46. release; **face**, phase, fays, office, fees, foes, efface, fuse, fuss,
47. fuzz, fops, fibs, fobs, fox, fix, fakes, folks, focus, figs, fags, fogs,
48. foams, fumes, foils, files, fuels, follies, fellows, fares, fairs,
49. fairies, furies, fears, fires, fierce, force, firs, furs, flats, fishes,
50. fangs; **v**ice, voice, vase, views, vows, avows, vies, veils, vales,
51. vails, vials, viola, valleys, volleys, Venice, Venus, vinous,
52. veinous, vicious, various, varies, veers; **e**ras, arise, arose,
53. arrows, arouse, erase, oars, ores, ears, hours, ewers, airs, heirs,
54. roams, reams, rims, rams, rhymes, rooms, remiss, arms, arcs,
55. arks, argues, Argus, errors; **w**ise, ways, woes, woos, weighs,
56. awakes, awaits; **t**haws, thighs, themes, thumbs, theories,
57. theorize, thumps; **a**ssess, essays, aces, Asa's, Esau's, assize,
58. oasis, Isis, uses, asps, seas, espies, espouse, eschews, assumes,
59. iciness, science; **e**ases, oozes, zealous, Zion's, Ezra's; **l**aws,
60. loss, leas, lease, lays, ails, lace, less, else, lose, loose, lies,
61. Alice, allays, alloys, allows, lows, aloes, oils, isles, aisles, eels,
62. ills, awls, owls, lass, alas, Ellis, elms, limbs, limes, looms,
63. lambs, lamps, limps, lumps, elks, likes, lacks, lax, licks, looks,
64. locks, leeks, leaks, lakes, lags, lugs, logs, legs, laps, lapse, lips,
65. loops, lops, lopes, lobes, lattice, lettuce, ladies, alludes,
66. latches, ledges, alleges, lodges, elegies, lulls, lolls, lilies, lathes,
67. laths, loves, laves, leaves, lives, levies, levees, loaf, laughs,
68. liars, layers, lowers, lures, allures, lashes, luscious, Lena's,
69. lungs, links, lynx; **y**es, yews, ewes; **s**hows, shoes, ashes,
70. chaise, shies, shames, shams, shadows, shaves, sheaves, shoves,
71. sheathes, shampoos, shoals, shawls, shells, shops, shakes,
72. shucks, shags; **m**iss, mice, mouse, muse, mews, aims, alms,
73. moss, mass, amass, amuse, amiss, mess, mows, mace, maize,
74. maze, amaze, Amos, Emma's, morose, marries, Mary's, Myra's,
75. memories, memorize, mirrors, maims, miles, mulls, meals,
76. mails, males, mules, mauls, moles, mills, maps, mopes, mops,
77. mobs, matches, meadows, mocks, mix, mugs, moves, muffs,
78. moths, Matthew's, myths, meshes, mashes, menace, minnows,
79. minus, menus, mumps, impose, imbues, emboss, embays, imp,
80. ambitious, embassies, Empress, embalsms, imbibes; **n**ice,
81. noise, niece, nows, knows, annoys, knees, inns, Ann's, nays,
82. neighs, Enos, nooks, knocks, noxious, entice, induce, endues,
83. endows, notice, nips, naps, nob, nibs, invoice, novice, envoys,
84. envies, inveighs, naves, knaves, knives, infuse, nails, knolls,
85. kneels, knells, notches, nitches, Natchez, nudges, gnashes,
86. encase, uncase, nags, necks; **i**inks, anxious, unctious.

119. WRITING EXERCISE—CONTRAST.

1. Rose, rosy; haze, hazy; pose, posy; puss, pussy; moss, mossy;
2. days, daisy; race, racy; mess, messy; bees, busy; gas, gassy;
3. gauze, gauzy; Jess, Jessie; juice, juicy; fuss, fussy; fuzz, fuzzy;
4. lies, Lizzie; loose, Lucy; lace, Lacy; lays, lazy; Ely's, Eliza;
5. less, lessee; lass, lassie; maze, mazy; noise, noisy; knees,
6. uneasy; awls, also; spy, espy; sap, asp; sop, Æsop; sack, ask;
7. sail, assail; sleep, asleep; spouse, espouse; sense, essence;
8. sum, assume; set, asset; such, eschew; sorrow, zero;
9. sink, zinc; sinew, assignee; suffice, ossifies; Sarah, Ezra;
10. seal, zeal; slime, asylum; sullies, useless; size, assize; scheme,
11. Eskimo; sty, Estey; silly, easily; buys, bias; pies, pious;
12. signs, science; scenes, seance; case, chaos; dies, Diaz;
13. odds, Odyssey.

"SES" CIRCLES.

120. When two *s* or *z* sounds occur together at the beginning, middle, or end of a word, a large circle called "*Ses*" (pronounced *says*) represents the two sounds. It is used for such frequently occurring syllables as are contained in the words *laces*, *fuses*, *spices*, *chooses*, *Jesus*, *system*, *Sussex*, *Mississippi*, *Texas* (*Teksas*), etc.

121. A vowel or diphthong may be placed inside the *Ses* circle to vocalize it, though in the case of ordinary, familiar words it will rarely be found necessary.

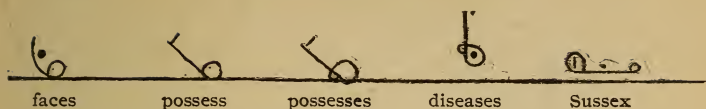
"ISS" ADDED TO "SES."

122. To an outline ending in *Ses*, a third *s* or *z* sound may be added by extending the last part of the *Ses* circle through the stroke and closing it up so as to form a small circle on the opposite side of the stroke.

NOMENCLATURE.

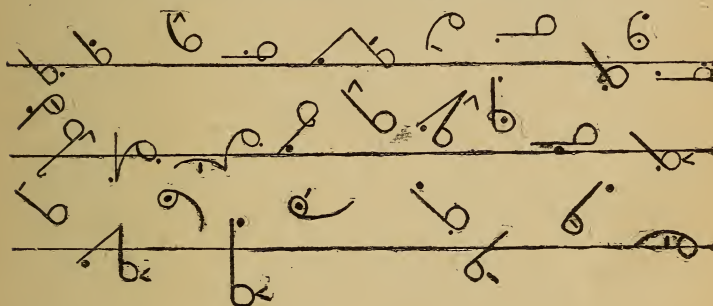
123. It is evident that *Ses* can not be pronounced in the same syllable with the stroke on which it is written. Happily, however, our system of shorthand is a scientific one; and in this case, as in nearly every other case, the outlines remain suggestive of the words they represent. Notice how suggestive the name "*Peeses*" or "*Pses*" is of the words *pieces*, *paces*, *passes*, *poses*, etc.; the outline "*Layses*," of *laces*, *losses*, *looses*, etc.; the outline "*Ray-Jses*," of *rejoices*, and so on with almost all of them.

124. ILLUSTRATION— $\frac{2}{2}$ 120-122.



125. Direction to Student:—Copy the following exercise *twenty-five times*.

READING EXERCISE—"SES" CIRCLES.



126. Direction to Student:—Write the following, correct, then re-write *twenty times*.

WRITING EXERCISE—"SES" CIRCLES.

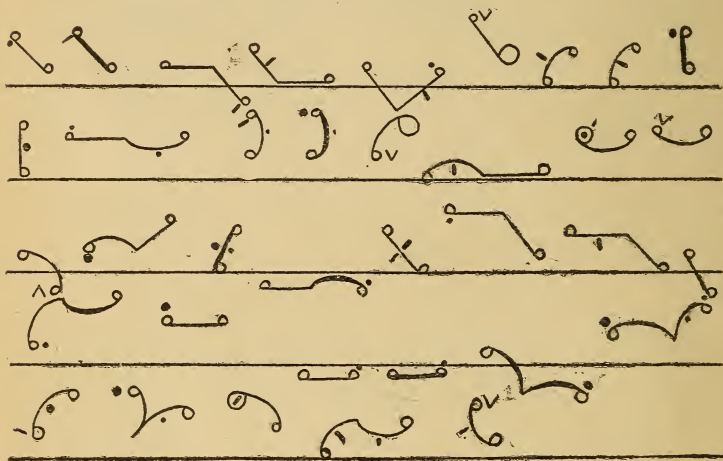
1. **Possess**, poses, supposes, pieces, appeases, poises, pauses,
2. paces, passes, spices, spaces, spouses; **basis**, bases, bosses,
3. buzzes, abuses, abscess; **tosses**, teases, atlases, Texas, taxes;
4. **disease**, dozes, doses, dazes, adduces, deduces, deposes, diffuses,
5. defaces, devices, devises, advices, advises, demises; **chases**,
6. choices, chooses; **Jesus**, juices, jealousies; **cases**, causes,
7. kisses, axis, axes, access, excess, success, accuses, caresses,
8. carouses, choruses, exercise; **guesses**, gazes, gauzes, goose's,
9. gasses, guises; **hisses**, houses; **recess**, rises, races, roses,
10. repose, surpasses, refuses, surfaces, revises, ruses, rejoices;
11. **faces**, phases, fuses, effaces, offices, suffuses, suffices, fallacies;
12. **vices**, voices, vases; **arises**, erases, irises, arouses, circuses;
13. **thesis**; **assizes**, assesses; **laces**, losses, loses, looses, leases,
14. lasses; **chaises**; **Moses**, mosses, masses, amasses, misses,
15. muses, amuses, mazes, amazes, molasses, memorizes, amaurosis,
16. messes; **imposes**, embosses; **nieces**, noses, noises, notices,

17. entices, infuses, invoices; **suspicious**, cess-pool, systole.
 18. systyle, systolic, sausage, Sussex, Cicero, Cæsar, saucer,
 19. scissors, Sosthenes, Sicily, schism, sesame, season, seizin,
 20. Sasin; **possesses**, abscesses, excesses, recesses, successes,
 21. diseases, exercises.

INITIAL AND FINAL CIRCLES.

127. Direction to Student:—Copy *twenty times*. Pay strict attention to the nomenclature.

READING EXERCISE.



128. Direction to Student:—Write the following exercise, correct, and re-write, by sections, *fifteen times*.

WRITING EXERCISE.

1. Spies, spice, spices, seeps, space, spaces, spouse, spouses, sips,
2. soaps, saps, soups, sups, suppose, supposes, spoils, spells,
3. spools, spikes, specks, spokes, sapless, sparrows, spires, spares,
4. spears, spores; **sobs**, subdues, Sabbaths; **stays**, sits, cities,

5. seats, sates, cites, sites, sights, suits, stews, stows, sties, sets,
6. sightless; **seeds**, sides, sods, suds, seedless; **sieges**, sages;
7. **soaks**, sacks, seeks, socks, sakes, skies, skips, scoops, skims,
8. schemes, scums, succumbs, sickness, scotches, success, Sussex,
9. scamps, skimps; **sags**; **sorrows**, Sarah's, serges, surges,
10. service, services, surveys, surreys; **safes**, sofas, suffice, suffices,
11. suffuse, suffuses, Cephas, sapphires, spheres, suffers; **saves**,
12. sieves, Savoy's, savors, savages; **sires**, sirs, sores, soars, sears,
13. seers, series, sours, scissors, Cæsars, seizure, saucers; **Swiss**,
14. sways, swallows, swims, swells, swamps; **Seth's**; **scythes**,
15. soothes, seethes; **ceases**, ceaseless, sauces; **seizes**, sizes; **sills**,
16. cells, sells, Saul's, slaws, soils, sluice, ceils, seals, slice, slices,
17. Silas, solace, sullies, sales, sails, souls, soles, slows, solos, slays,
18. sleighs, slops, sleeps, slips, slopes, sloops, slaps, slums, slams,
19. slings, silks, sulks, sulkies, slurs, slayers, sailors, sledges,
20. slowness, slyness, slabs, Selby's, slushes, slashes; **sashes**,
21. sachets, socials; **seams**, seems, Simms, psalms, sums, Sam's,
22. seamless, sameness, smokes, smacks, smokeless, smiles, similes,
23. smells, smallness, smoothes, smashes, Smith's, smears,
24. summers; **Sambo's**; **since**, sins, signs, seines, scenes, snows,
25. sinews, suns, sons, seasons, snobs, snubs, snacks, snakes,
26. sneaks, snags, snipes, snaps, snips, synopsis, synthesis,
27. sinless; **sings**, songs.

MEDIAL CIRCLES.

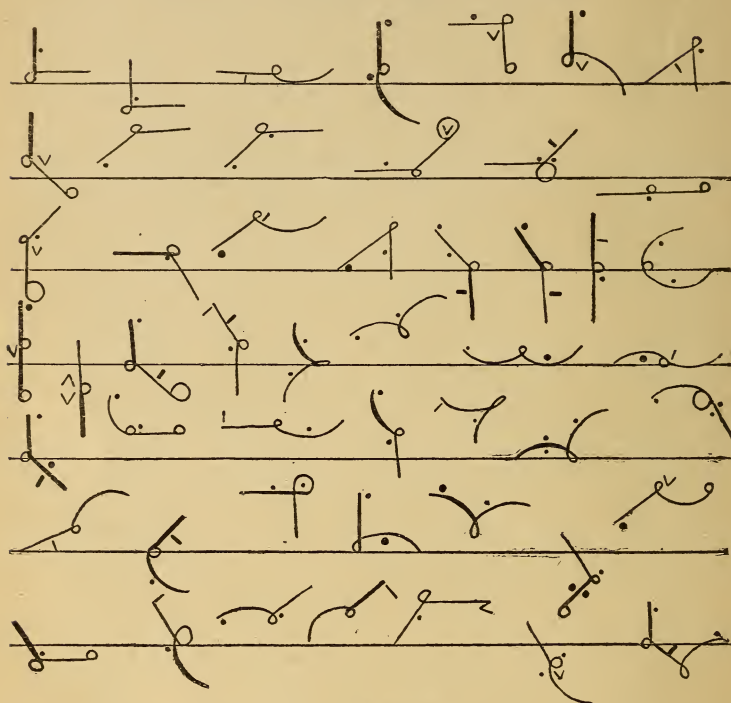
129. The sound of *s* or *z* occurring between two consonant strokes, is almost invariably represented by a circle.

NOMENCLATURE.

130. In naming outlines containing a circle between two strokes, the circle may be shifted so as to coalesce with either stroke, or with the one with which it will unite best, as in the case of *Ray-B* with *Iss* between, which is better divided "Rays-B" than "Ray-sB," since *s* coalesces better final with *Ray* than initial with *B*. You should practice continually, with the guidance of your teacher, the calling of the names of the outlines.

131. Direction to Student:—Read, then copy *twenty times*.

READING EXERCISE—MEDIAL CIRCLES.



132. Direction to Student:—After correction, re-write the following exercise, by sections, *ten times*.

WRITING EXERCISE—MEDIAL CIRCLES.

1. Opposite, upset, episode, possessed, passage, possessor, pacify,
2. passive, possessive, puzzle, puzzles, apostle, epistle; **bespice**,
3. beset, besot, bestow, obesity, beside, besides, bask, basks,
4. basque, bisque, beseech, beseeches, subsides, subsist, abusive,
5. besom, bustle; **tacit**, task, tasks, tusks, tassel, tussle, Tuesday;
6. **despise**, dispose, disposes, disposal, dispossess, despoil,
7. disobey, dusty, deceit, desist, diseased, decide, decides, disk,
8. disks, desk, desks, dusk, dusky, deceive, deceives, decisive,
9. desire, desires, dazzle, docile, dislike, deism, dismay, dismiss,

10. dismisses, design, designs, dozens; **Chesapeake**, chisel,
11. chosen, chasten, chastise, chastity; **Joseph**, jostle; **cask**,
12. casks, Casky, excite, excites, oxide, accede, accessory,
13. successor, costly, causeless, successive, oxen, cousin; **gasps**,
14. gossip, gusty, exhaust; **hasp**, husk, husks, husky, hustle,
15. hustles; **recipe**, rasp, recite, recites, rusty, re-set, russet,
16. receipt, rosettes, reside, resides, resist, residue, risk, risky, risks,
17. rusk, rusks, rescue, Roscoe, receive, receives, rustle, Russell,
18. wrestle, refusal, reasons, risen, rosin, raisins, resign, resigns;
19. **officer**, physics, facade, fasten, fossil, phosphorus; **vista**,
20. visit, visage, vassal; **resume**, resumes; **wasps**, wisp, wisps,
21. weasle, Owasco; **thistle**; **lisp**, lucid, lastly, Leslie, loosely,
22. lusty, loosens, lessons, lessens, license, lustily, Lawson, lesser,
23. loser, looser, listless; **Mississippi**, musty, mask, masks,
24. musk, music, miser, misery, massive, measly, measles, missile,
25. missiles, mostly, muscle, muscles, muzzle, mistletoe, mason;
26. **embezzle**; **honesty**, necessity, insist, nicely, nicest, inside,
27. unsaid, onset, insight, answer, unsafe, unseen, insane, honestly,
28. incisive, nozzle, nozzles; **anxiety**.

CHAPTER IX.

LOOPS.

"STEH" LOOP.

133. (a) The *Iss* circle made into a small loop, adds *t* or *d* to the value of the circle, and is called the "*Steh*" loop (pronounced as "*ste*" in *step*). (b) The *Steh* loop may be written on either end of a stroke, and any rule applying to the use of the circle, applies to the *Steh* loop. (c) No vowel can be read between *s* or *z*, and *t* or *d* contained in the *Steh* loop. (d) The *Steh* loop may also be used in outlining almost any word ending in the syllables *est*, *ist*, etc., even if the vowel in *est*, *ist*, etc., can not be actually expressed, as *balmiest*, *earliest*, *coziest*, *roomiest*, *laziest*, etc.

134. *S* may be added to a word ending with the *Steh* loop, as with the *Ses* circle, by extending the last motion of the hand so as to make the circle outside the loop, and on the opposite side of the stroke.

MEDIAL "STEH" LOOP.

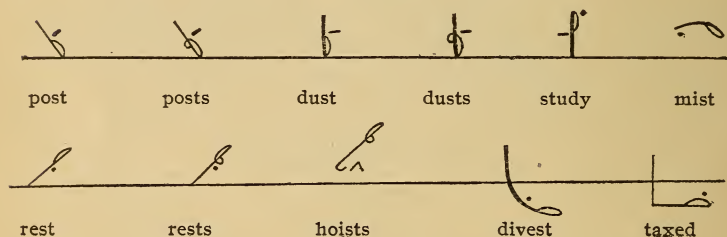
135. (a) The *Steh* loop is never used between two strokes unless the directions of the strokes are at considerable variance

with each other. Instead of the loop between strokes, the *t* may safely be dropped entirely and the loop converted into a simple circle. For example, *Ps-Lay* is used for *postal*, which writes the word as though it were pronounced "pos'al;" *Ms-Lay* for *mostly*, as though pronounced "mos'ly," etc.

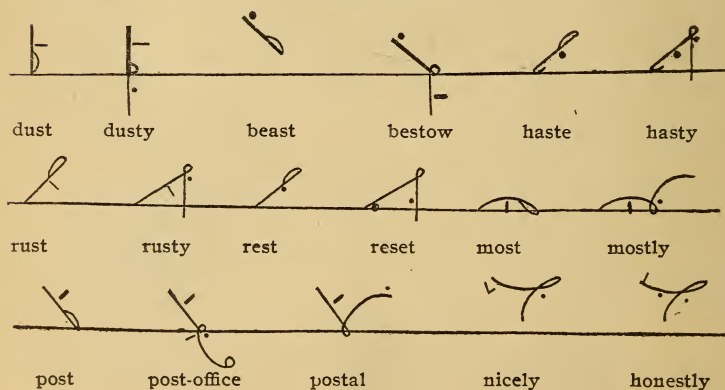
(b) In order to facilitate speed, the advanced writer frequently drops the *t* from the *Steh* loop, even where the joining permits its insertion.

136. It sometimes happens that the simple *Iss* circle, when used medially, resembles a *Steh* loop. However, from *a* and *b* above, it is plain that there will result no conflicting outlines on this account.

137. (a) ILLUSTRATION—§§ 133-136.



(b) CONTRAST.



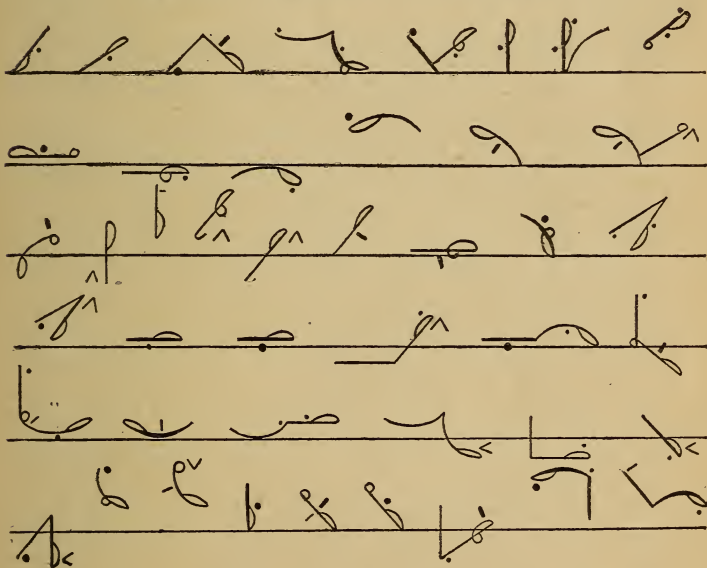
138. Direction to Student:—Write the outlines corresponding to the following, and see that you can pronounce the names correctly.

NOMENCLATURE.

Mst (Emst), Nst [$\frac{2}{3}$ III, *a*], Pst, (Peest), Rayst, Chayst, Jst, Rst, *stehP* [$\frac{2}{3}$ III, *b*], *stehK*, Kst, *stehKst*, (or *stKst*), Gayst, *stGayst*, Yayst, Bst, sPst, sMst, Rays-Pst, Ps-Rayst, *stR-Hays*, *stRay-Hayst*, Ray-Kst, sFst, sR-Mst, SHayst, *stMP*, *stF*, Fst, Bs-Rayst, Layst, *stLay*, *stL*, sNst, *stNs*, T-Rayst, N-Dst, Ray-Fst, Vst, Sst, V-Kst.

139. Direction to Student:—Read the following exercise, and copy *thirty times*.

READING EXERCISE—"STEH" LOOP.



140. Direction to Student:—Write the following exercise, after correction, at least *ten times*, by sections, before leaving it.

WRITING EXERCISE—INITIAL "STEH."

1. **Steep**, steeps, stop, stops, step, steps, stoop, sloops, stoppage,
2. stupefy, stepson; **stab**, stabs, stub, stubs; **state**, states,
3. statue, statues, stout, stature, state-house, state-houses, state-
4. room, status, statics, statuary, stoutly; **steady**, stood, study,
5. studies, steadiness, s'eadily; **stitch**, stitches; **stage**, stages,
6. stage-coach; **stick**, sticks, stack, stacks, stuck, stalk, stalks,
7. steak, steaks, stake, stakes, stoic, stack-pole; **stag**, stags,
8. stigma; **starry**, story, stories, storied, starch, [$\frac{2}{4}$ I, δ]; **star**,
9. stars, steer, steers, store, stores, stir, stirs, stare, stares, stair,
10. stairs, stirrup, stairway, steerage, storage, staircase, store-
11. house, stork, storm, storms, stormy, sterile, starling; **still**,
12. [$\frac{2}{4}$ 22] style, styles, stall, stalls, steel, steal, steals, stole, stale,
13. stool, stools, Stella, Stella's, stillness, stiletto, stolid, stylish;
14. **steam**, steams, stem, stems, steamer, stimulus, stomach,
15. steam-gage; **stump**, stamp, stampede, steam-boat; **stencil**;
16. **stung**.

141. Direction to Student:—Same as above.

WRITING EXERCISE—FINAL "STEH."

1. Paced, paste, pest, posed, post, poised, passed, past, paused,
2. supposed, spiced, spaced, purest; **based**, abased, baste, best,
3. beast, boast, boost, abused, boxed, behest, biggest, ballast;
4. **tossed**, test, attest, taste, toast, teased, text, taxed, terraced,
5. tallest, tourist, itemized, utmost; **dust**, dosed, dozed, dazed,
6. despised, disposed, dullest, demised, devised, advised, divest,
7. digest, deduced, dismissed, dishonest, disabused; **chest**,
8. chased, chaste, chastized, chalice; **joist**, jest, gist, just,
9. adjust; **kissed**, sickest, cased, cost, cast, accused, accost,
10. caressed, caroused, calmest, coast, exposed; **ghost**, guessed,
11. guest, aghast, gust, gazed, gamest; **hoist**, hissed, hist, haste,
12. host, hast, housed, haughtiest [$\frac{2}{4}$ I33, d]; **wrist**, roast, roost,
13. roust, wrest, rest, rust, roast, raced, raised, repast, reduced,
14. refused, revised, artist, released, rejoiced, richest, rashest,
15. reposed, recast, rarest, surpassed, earnest; **feast**, fist, fussed,
16. fused, fast, faced, phased, fixed, fenced, fairest, foulest,
17. physicist, sufficed, suffused, safest; **voiced**, vest, vast, vexed,
18. evinced, vilest; **arrest**, erased, aroused, roomiest [$\frac{2}{4}$ I33, d],
19. earliest, surmised, surpassed, earnest; **west**, waist, waste,
20. wist; **theist**, theorist, theorized, thickest; **assist**, assessed,

21. espoused; **zest**; **list**, lest, lost, last, laced, least, leased,
22. lust, loosed, sliced, slowest, lapsed, alarmist, lamest, latticed;
23. **yeast**, Yost; **shakest**, shallowest; **mist**, missed, messed,
24. most, must, amazed, mast, massed, mused, amused, smallest,
25. molest, mixed; **imposed**, embossed; **nest**, nosed, honest,
26. encased, uncased, infused, invoiced, invest, infest, announced,
27. induced, enticed, annexed, unlaced, enlist, unjust, inmost,
28. enthused, sneezed, sincerest.

142. Direction to Student:—Write the following exercise *twenty-five times*.

WRITING EXERCISE—"ISS" ADDED TO "STEH."

1. Posts, pests, pastes, boasts, boosts, bastes, beasts, behests,
2. ballasts, tests, attests, toasts, texts, tastes, tourists, dusts,
3. digests, divests, chests, jests, joists, adjusts, casts, costs, coasts,
4. guests, ghosts, gusts, hoists, rests, roasts, roosts, rusts, wrists,
5. artists, repasts, re-invests, fists, feasts, fasts, forests, vests,
6. arrests, waists, wastes, theorists, assists, lists, lasts, lusts,
7. yeasts, mists, masts, molests, nests, infests, invests.

143. Direction to Student:—After reading all of § 135, outline the following words. Make *ten copies*.

WRITING EXERCISE—CONTRAST, ETC.

Most, mostly; last, lastly; cost, costly; ghost, ghostly; past, pastime; honest, honestly; post, postal, post-office; text, text-book; vast, vastly; test, testify; just, justify, justly; beast, beastly; statistics, custom, custom-house, domestic, restless, deistical, destiny.

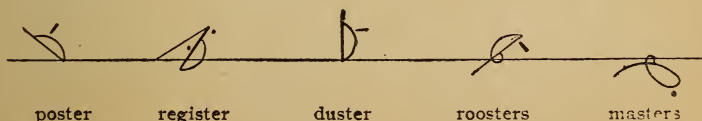
"STER" LOOP.

144. Enlarging the *Steh* loop adds *r* to its value, the large loop being called "*Ster*" (pronounced as the word "*stir*").

145. The *Ster* loop is only used on the end of strokes.

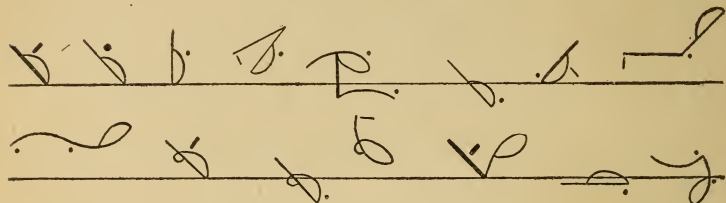
146. *S* may be added to the *Ster* loop in the same manner as to the *Steh* loop.

147. ILLUSTRATION—§§ 144-146.



148. **Direction to Student:**—After reading the following, copy *forty times*.

READING EXERCISE.



149. **Direction to Student:**—Write the following, correct errors, and re-write *twenty times*.

WRITING EXERCISE—"STER" LOOP.

1. Poster, toaster, muster, coaster, jester, tester, taster, Lester,
2. master, sinister, rooster, roaster, rester, boaster, buster, baster,
3. Chester, Foster, vaster, caster, pastor, forester, Nastor, Hester,
4. pester, faster, fester, duster, luster, arrester, Wooster, songster,
5. paster, hoister, waster, adjuster, feaster, Baxter, roadster,
6. register, chorister, investor, Manchester, Rochester, Amsterdam,
7. bolster, Dexter, minister, barrister, ancestor, teamster;
8. **Iss Added:** roadsters, jesters, fosters, posters, impostors,
9. roasters, festers, masters, roosters, boasters, registers, foresters,
10. Manchester's, basters, pastors, coasters, dusters, ballusters,
11. Baxter's, testers, gamesters, ministers, resters, songsters,
12. musters, tasters, Chester's, Foster's, castors, pesters, lusters,
13. hoisters, adjusters, feasters, choristers, investors, bolsters,
14. barristers, ancestors, teamsters.

CHAPTER X.

REVIEW EXERCISES.

REMARKS TO THE STUDENT.

150. Nothing is more important, in the study of shorthand, than constant reviews. You should continually turn back and re-write and re-read the exercises, etc., over which you have passed, however simple the exercises and however well you learned them at the time. Nothing can be learned so well at first but that it is easily forgotten if repeated references are not made to it. Especially is this true in the study of shorthand. You will have to learn and forget many times, perhaps, before you finally get it indelibly stamped on your memory, after which it is *yours* for all time to come. But do not be misled by thinking that because you can write and read the exercises readily now, and because you are familiar with a certain principle now, that this will be the case three weeks hence if you do not review constantly in the meantime. Do not wait for a review chapter in the book, but review page by page, and section by section, until finally you conquer, and can not forget.

151. Direction to Student:—(a) Write the following exercise, if possible, without reference to preceding chapters; but if you are in doubt, then turn back and find the principle governing the writing of the words about which you are in doubt.

(b) If you can not write every word with very little, if any hesitation, you should give yourself a thorough review of all preceding pages before proceeding further.

(c) Write the list below at least *twenty-five times*.

WRITING EXERCISE — REVIEW.

1. Chesapeake, China, Amsterdam, Cuba, Tennessee, Texas,
2. Mississippi, Idaho, Alabama, Omaha, Missouri, Utah, Nevada,
3. Iowa, Ohio, Illinois, Louisiana, Mexico, Wyoming, Arizona,
4. Minnesota, South Dakota, Pacific, Chicago, Cincinnati, Mem-
5. phis, Tallahassee, Toledo, Augusta, Albany, Savannah,
6. Havana, Natchez, Sussex, Shelby, jumps, gags, jugs, lamps,
7. calm, booth, Jennie, funny, howdy, fussy, polish, shady, defy,
8. taffy, catches, tongues, adz, shawl, allow, Thomas, possesses,
9. lobsters, spools, sleepy, surveys, scamps, allures, less, else,

10. ices, room, Hughes, loafs, noises, noisy, ossifies, easily, zeal,
11. zealous, Silas, episode, scheme, Diaz, offices, diseases, scotches,
12. services, ditches, music, entices, ceases, embosses, asks, sacks,
13. nieces, sizes, seizes, measles, rhyme, science, assail, molasses,
14. ancestors, husks, roosts, reposed, mists, costly, postal, destiny,
15. reduced, surmised, anuses, swims, swamp, possessive, re-
16. joiced, slower, despises, exist, sings, fasten, sleighs, sofas,
17. memorizes, succumbs, caresses, hazy, asleep, slip, laity, invoice,
18. romp, marry, Harris, fop, kicks, Eliza, social, psalm, snuff,
19. ashes, possess, savage, guesses, thaws, Sambo, slope, surge,
20. Jesus, depots, dashes, itches, echoes, ambushes, packages,
21. imbue, mouth, Jehu, wrought, mill, leap, cake, etch, edge,
22. Dinah, Ida, review, duel, showy, rarefy, gullies, chops, beaux,
23. chorus, sallow, shallow, success, busy, bees, seasons, attacks,
24. lessee, oasis, choice, deface, dodges, king, askew, embalm,
25. money, mummy, love, thump, bank, pink, names, fig, cook,
26. Rosa, chimney, voyage, pages, advice, scythe, shams, lasso,
27. reduce, assumes, essay, envoys, shaves, notice, noxious,
28. surfaces, smoke, smile, rustle, possessed, Joseph, refusal,
29. annexed, revised, behest, damask, tempests, tissue.

152. **Direction to Student:**—(a) Write the outlines indicated by the following names, and vocalize each so as to write one or more words, according to the number indicated by the figure after each name.

(b) Note that the position of the outline is indicated by a superior numeral placed after the governing stroke; hence the number of words indicated must all be in the position indicated by the little numeral, which is read with the outline immediately after calling the stroke, as “K-Chays, two”—*K-Chays*², etc.

READING EXERCISE—NOMENCLATURE.

1. K-Chays², K-Chays³ (2), Lay² (3), P¹-K (3), Ms¹ (3), Lays¹
2. (6), Ith²-Imp, N³-K (2), N²-Ks (2), N¹-Vs (2), S³-K, sKay³,
3. sesN¹, Ing¹-K, sLay¹-P (3), S¹-Lay-P, Ds¹ (3), Bs¹ (4), M²-N
4. (2), Ds¹-Ps, Ds²-Pses, sSs¹ [pronounced “Iss-Ē-ses”] (2), sN¹
5. [Sen] (4), sLays² (6), Layses³ (2), D¹-P (2), J²-K, B¹-M,
6. T¹-R (2), N¹-J, K³-P (2), K¹-K, Ds²-K (2), T¹-Mster, F²-Z,
7. Sn² (6), M¹-Nster, Ray²-Jster, S²-Lay, D¹-Z, B¹-S, N¹-Tses,
8. N-Dses³, N-P³, sM² (2), S³-M, sJs², sNs¹ (4), sN¹-K, sING¹
9. (2), sING¹-K, Vses¹ (2), T³-Kses, Lay²-R (2), F²-Ks (3),

10. Ray¹-Lays (2), D³-Ts, T¹-P (2), Gays² (4), Lay¹-Lay (2),
11. Ray¹-Vst, Lay³-Pst, Chaysts², Psesiss², Bsts¹, Dsters², stD²
12. (2), sFscs¹, stR³, Pst¹ (2), stP¹ (2), Ts³-D (2), Ks³-Ks, Lay²-Ts,
13. Lay³-Ts, M-P³, Ds²-N, Ds¹-Mses, Rayses¹-T, sKses², B³-Ing-K,
14. N-K-ISHes¹, B¹-Kst, sINGster¹, D¹-Vst, Nses-T².

CHAPTER XI.

WORD SIGNS—SENTENCE WRITING.


WE MUST ABBREVIATE.

153. Shorthand writing, to be thoroughly adequate for the purpose for which it is intended, must necessarily consist, not entirely of writing vocalized outlines for every word spoken, but very largely of abbreviated, or contracted, outlines, called "word-signs" or "contractions." There are certain words in the language which are more frequently used than others, and which are used in all kinds of discourse—those which are sometimes called the "common, every-day words." Hence it is important that we use word-signs or brief forms for these frequently occurring words and groups of words.


PART OF THE OUTLINE.

154. Almost every word-sign is a part of the outline of the word, and very frequently they are the full outlines, unvocalized or shifted to different positions for distinction. This renders it comparatively an easy matter to memorize them. But remember that they *must be thoroughly familiarized*.


 up


 hope, happy, party


 by


 be, ob'ject, object',-ed

 to be


 time


 take, it


 at, out


 dollar


 do


 had, advertise

 each


 change, which


 charge, much


 advantage


 large

 common


 come, country


 give, given

 go, together

 holy

 if

 for, fact

 few, half



ever



have



however



here, hear, her



are



our, hour



why



way



away



think



thank, thousand



thee, thy



they, them



though, thou



see, saw



say, so



us, use



was



use



will



whole



your



wish, she



shall

issue

usual, -ly

me, my

may, am, him, make

home

important, -ance

may be, improve, -ed, -ment

in, any

no, know

own

thing, English

language

long, along, length

possible, -ly, -ity

impossible, -ly, -ity

subject subject', -ed

its, it is, it has

itself

at first


because


several


herself


ourselves


myself


 himself



these, thyself


 this


 those


 this is, -has, themselves


 yes, yourself


 yes sir, yourselves


his, is

 has, as

 first


the



a, an, and


of

 to


or


 but



on


 he

 how



all


 two, too




already



 oh, owe




ought



 who, whom

 whose


 high (I)


 I (phrased)


 the (phrased)


 a, an, and (phrased)

EXPLANATION.

155. (a) The little quarter length wordsigns for *of*, *to*, *on*, etc., and the signs for *the* and *a*, *an* and *and*, called respectively "Dot¹" and "Dot²," are called "vowel word-signs," for obvious reasons. [See § 159, *c*, *d*, *e*.] The dash vowel signs are called by adding the syllable "oid" to the name of the full length stroke corresponding to the quarter lengths, pronouncing them with two syllables (See § 111, *b*), as, "Poid," *of*; "Chayoid," *on*; "Jsoid," *whose*, etc.

(b) The diphthong wordsign for *high* is used, standing alone, for *I*; but where convenient to join to the following word, only one-half of the sign is used—that is, *Poid*, *Rayoid*, or *Chayoid*, according to which gives the best junction with the following stroke. [See § 159, *a*.]

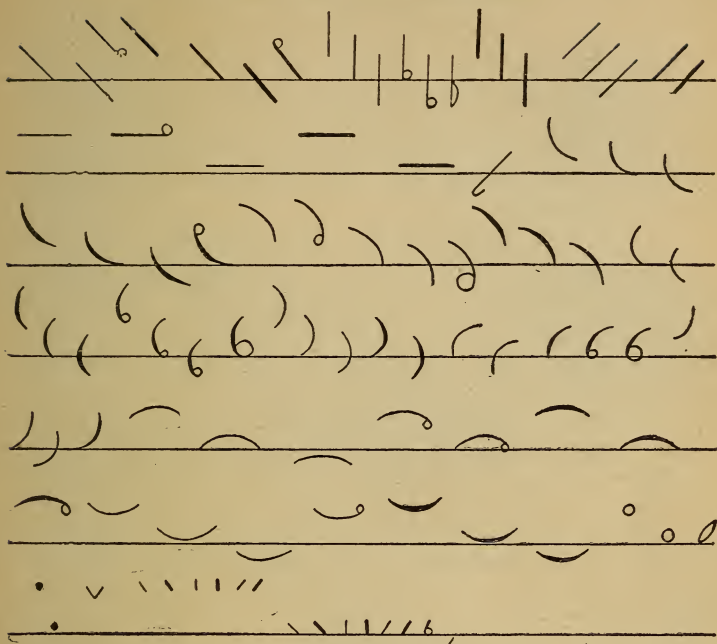
(c) The sign for *first* is called simply "Steh²."

(d) The wordsign for *he* and *should* is generally joined, hence it is written either "Chayoid" or "Rayoid."

(e) A wordsign may usually be built on for another word—that is, used as a part of another word, by the addition of a circle, loop, another stroke, or whatever is required to complete it, using the sign as a foundation, as, "T²," *it*, *take*; "Ts²," *its*, *takes*; "Ns¹," *influence*, "Nst¹," *influenced*, etc. It is not always advantageous, however, to apply this principle; for example, the outlines for *also* and *always* are more quickly outlined in full (*Lay-S* and *Lay-Ways*) than by building on *Boid*¹, *all*.

156. Direction to Student:—You should study and practice the wordsigns until you can read and *write* the following arrangement *without any hesitation*:

READING EXERCISE—WORDSIGNS.



157. Direction to Student:—Write the signs for the following words, without reference to the table of signs, and make *thirty* neat, correct copies of same.

WRITING EXERCISE—WORDSIGNS.

1. Improvement, several, it-is, they, if, my, object, is, to, to-be,
2. subject, advertise, however, herself, yes, yes-sir, dollar, had,
3. advantage, ever, home, influenced, wishes, impossible, holy,
4. gives, though, at-first, itself, together, objected, thousand,
5. yours, these, takes, but, whose, has, first, was, use, use, improve-
6. ments, may-be, how, possibility, already, of, ought, high,
7. myself, common, things, because, on, or, but, the, if, a, usually,
8. English, language, as, ourselves, thus, all, two, owes, have,
9. charged, much, subjected, will, should, he, whole, see, them-
10. selves, influences, altogether, makes, this, oh, away, along,
11. and, shall, why, length, here, the, half, are, long, your, a,
12. him, few, our, issue.

SENTENCE WRITING.

REMARKS TO THE STUDENT.

158. You have now arrived at the point where you will begin to apply in a somewhat more practical way, the principles you have learned. The using of the wordsigns in sentences is by far the best way of learning them, because in addition to studying the signs in the abstract, you have the advantage of studying them by association.

JOINED WORDS — PHRASES.

159. (a) In order to facilitate speed, many of the common words and wordsigns are joined, or *phrased*, as it is called. This is especially useful in writing the frequently occurring words or groups of words. This will necessarily throw some of the words and signs out of their positions; but after familiarizing the signs, you will have no difficulty in reading them when joined to other words. Usually the first word is written in its regular position, hence it is said to "govern" the phrase; but the signs for *in*, *I*, *on*, *is*, *as*, and a few others of this character, are often so written as to throw the second word in the natural position, especially if the sign for the second word is an upright stroke. (Note the distinction this secures in such phrases as "in these," "in this," and "in those," etc.)

(b) The student should not attempt miscellaneous phrasing yet, but should confine himself to such phrases as are presented in the exercises. More specific instructions about phrasing will be given in Part II.

(c) The wordsigns for *the* and *a*, *an*, and *and* can not, of course, be joined, being only dots; hence we have provided another set of signs for these much-used little articles, in order that we may join them when practicable.

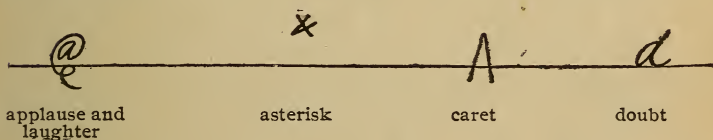
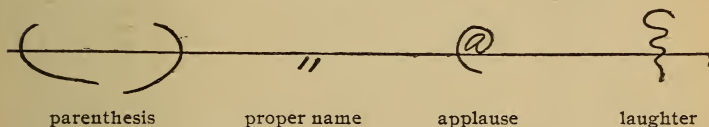
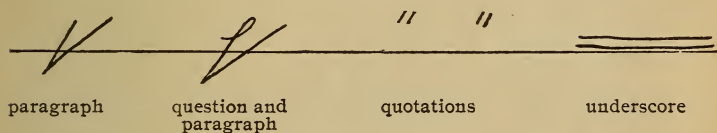
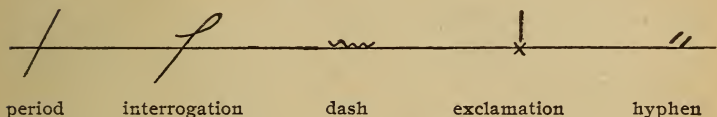
(d) For *a*, *an*, or *and*, joined, we use *Koid* or *Toid*, which should be written on the beginning of the following stroke if a junction is convenient, but may be written on the end of the preceding stroke to secure a better junction. These signs do not govern the position of phrases, but accommodate themselves to the position of the word to which they are joined.

(e) For *the*, joined, we use *Rayoid*, *Poid* or *Chayoid*, according to which secures the best junction, and it is written only on the *end* of the preceding word.

(f) When *he* is joined to the beginning of *will*, it is written "Poid-Lay," for convenience of joining.

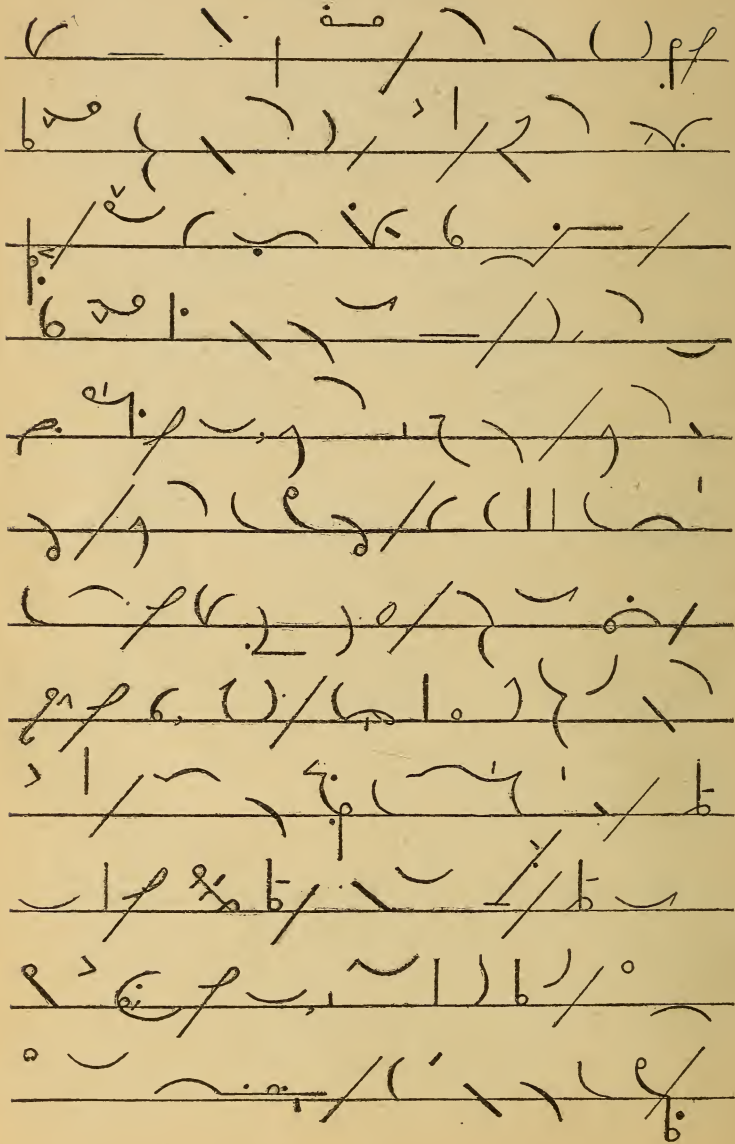
PUNCTUATION MARKS, ETC.

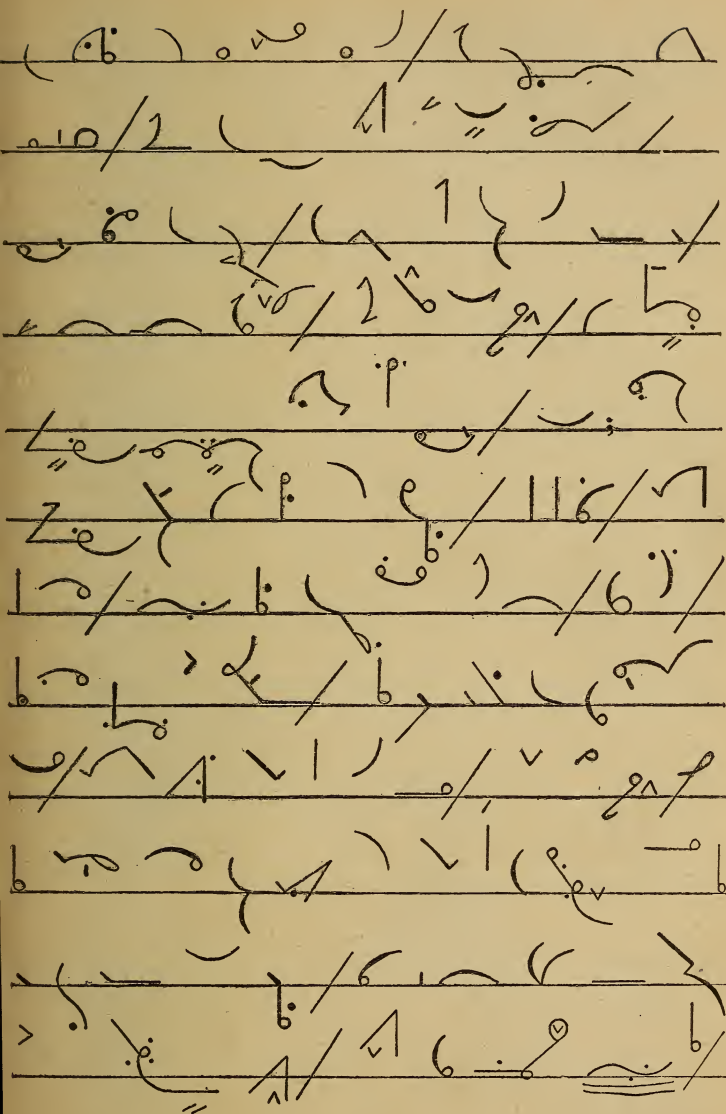
160. The signs for the comma, semicolon, colon and brackets are the same as in longhand. Following are other marks used by the author:



161. **Direction to Student:**—Read the following exercise, and copy *twenty times*, then practice writing from dictation until you can write it in *two and one-half minutes*, and make legible notes. Make your writing compact.

READING EXERCISE.





162. Direction to Student:—(a) Write the following sentences once, correct mistakes, and re-write *thirty times*. (b) A hyphen between words indicates that they are to be phrased.

WRITING EXERCISE.

1. I-will-be away much of-the time. 2. Her influence is said to-be-the cause of-his absence. 3. "Make haste slowly." 4. May-they come first? 5. Yes, they-may come first if-they wish. 6. Do-they go out on-the pike, or take-the country road? 7. How-many times have-they seen her? 8. Many fish, snakes, and-eels may-be seen in-the lakes. 9. I-wish to engage her-services. 10. He-will-be up here right away. 11. They-shall-be here if-he says so. 12. Give-me a-list of-the names. 13. The teamster sells game-roosters for two dollars apiece. 14. James Josephs keeps a-jewelry store, but-he also sells books and-magazines. 15. I-shall soon take an-invoice of-my stock. 16. They thanked me many times for-my-services. 17. They should-be-ready by-the time I-come for-them. 18. The miser is-in misery because he-has lost all-his money. 19. Harry and-James came home sick. 20. His task is easy. 21. They-shall soon sail for-Cuba. 22. He-says it-is impossible to-succeed, but I-know he-will make a-success if-he goes at it in-the right-way. 23. Have-they any red ink? 24. Do-your whole duty all-the time, so-as to-be happy. 25. I-shall-be happy to-receive-your cousin, niece, and-nephew in-my home, if-they visit-the city soon. 26. I-desire to know-the reason why it-is thus. 27. How-many times must I-write this exercise? 28. I-will-write it 40, or 50 times, I-suppose. 29. "He laughs-best who laughs last." 30. The speeches will-be on-both sides of-the case. 31. They-will-have no advantages in-the-way of-music. 32. If-they sell for-cash they-will make money. 33. If-the-sea is smooth, the large ship sails along nicely for-many miles. 34. Tuesday is-the day set for-the case which Judge Smithson will hear.

CHAPTER XII.

BRIEFS FOR "WAY" AND "YAY;" EXPRESSION
OF "CON," "ING," "ING-A," "ING-THE,"
ETC.; "ISS" USED FOR "US."



163. *Way* and *Yay* may be represented in certain cases by a little character, the shape of which resembles that of a horse-shoe. This character is written horizontally for *Way*, and perpendicularly for *Yay*, and may be opened to the right or left, and upward or downward, respectively, according to which direction gives the better joining with the stroke on which the brief is written.

HOW CALLED.

164. When opened to the right, *Brief Way* is called "Wěh"; to the left, "Wűh"; and when *Brief Yay* is opened upward, it is called "Yěh"; when downward, "Yűh".

WHERE JOINED.

165. The briefs are written at the beginning of strokes, and may be used medially, that is, between two strokes.

"BRIEF WAY" AS A HOOK.

166. *Brief Way* is written on the four strokes, *M*, *N*, *Lay* (or *L*) and *Ray*, as a hook. On all other strokes, the briefs are joined at an angle with the stroke.

PRECEDED BY "ISS."

167. (a) If a brief is preceded by *Iss*, the latter may be written inside the brief on all strokes except *M* and *Lay*. The reason for excepting *M* and *Lay* is that it is difficult and tedious to write the circle inside the brief on them; hence the *stroke Way* is used in such words as *swim*, *swell*, etc.

(b) When *Iss* is followed by a brief at the beginning of an outline, the former should be made like a small loop, which is more easily written inside a brief than a perfect circle. The loops are not written inside briefs. [See Illustration.]

"RAY" BEFORE "M."








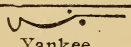


















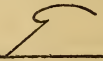

168. It was said (§ 41, *a*) that *Ray* is never followed by *M*. This is true of simple *Ray*, but if it has a *Brief Way*, or any other, hook, or if *M* has an initial hook, it may precede *M*, as in *warm*, *rumor*, *Renom*, *Rapham*, *Rummell*, *realm*, etc.

NOMENCLATURE.

169. (*a*) When a brief is joined at an angle, it is pronounced in a separate syllable from that of the stroke on which it is written; but when *Brief Way* is written as a hook it should coalesce with the stroke on which it is written; for example, *M*, *N*, *Lay* and *Ray*, with *Brief Way* hooks, are called, respectively, "weM," "weN," "weL," and "weR." (*b*) *Weh* and *Wuh*, with *Iss* prefixed, are called "sWëh" and "sWüh," respectively.

170.

ILLUSTRATION — §§ 163-169.

						
wait	wig	witch	web	web	yacht	yam
						
Yankee	yellow	wine	window	Welsh		
						
war	worst	twig	twitch	quill	queen	
						
queer	sweep	Swooth	swan	swim		
						
swell	dissuade	weR-M	Ray-weM	worm		

USES OF THE STROKES AND BRIEFS.

STROKES.

171. (a) The strokes for *Way* and *Yay* are used in the following cases :

(b) When preceded at the beginning, or followed at the end, of a word, by a vowel ;

(c) When the next consonant following is *s* or *z* ;

(d) When either is the only consonant in a word.

172. *Way* is also used when preceded by *Iss* and followed by *Lay* or *M*, as is indirectly stated in § 167, *a*, which see.


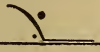












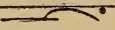
BRIEFS.

173. *Weh* or *Wuh* and *Yeh* or *Yuh* are used when *w* and *y*, respectively begin a word or syllable or occur in the middle [§ 165] of a syllable, provided, of course, this use does not conflict with the use of *Way* and *Yay* stated above in § 171, *c*, and 172.

ANALOGOUS TO "S" AND "ISS."

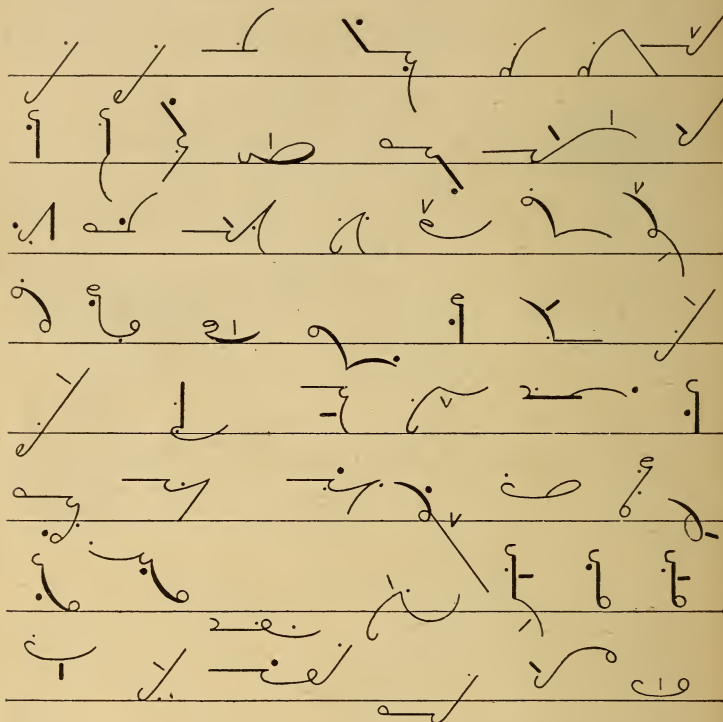
174. It will be noticed that the same *general* relation exists between the strokes *Way* and *Yay* and their briefs, as exists between *S* and *Iss*, or, in other words, between the stroke *S* and the brief *S*.

175. ILLUSTRATION—§§ 171-173.

				
wake	awake	woke	awoke	sway
				
yore	Oyer	wise	waste	wasp
				
Wesley	twain	twang	twirl	quam

176. **Direction to Student:**—Read the following exercise, then copy *fifty times*.

READING EXERCISE.



177. **Direction to Student:**—Write correctly the following exercise *twenty-five times*.

WRITING EXERCISE.

1. **Week**, weeks, wick, wicks, walk, walks, wake, wakes, wig,
2. wag, wags, wax, woke, wit, wits, witty, weed, weeds, widow,
3. widows, wad, wads, wet, wets, watch, watches, web, webs,
4. wedge, wedges, weep, weeps, wipe, wipes, wang, woof, weave,
5. weaves, wave, waves, waif, waifs, wood, woods, woody, wooded,
6. wage, wages, wash, washes, waxen, waive, weekly, weakness,
7. weds, wedlock, weedy, weighty, wide, widely, widower, width,
8. widths, wideness, witchery, wittiness, witless, witticism, wood-

9. cock, wood-house, wood-houses, wait, waits, weight, weights,
10. wing, wings, wife, wife's, wives, witch, witches, wove; **wail**,
11. Wales, wall, wile, wily, Willie, Willis, willow, weal, wool,
12. woolly, wallop, wallow, walrus, welfare, well-being, well-nigh,
13. Welsh, Welch, wealth, wealthy, wieldy, wiliness, wolf, wolfish,
14. woolliness, wool-sack, wire, wiry, worry, wary, weary, wore,
15. wordy, warp, worship, worships, worst, worthy, worth, worth-
16. less, worthily, worthiness, wordiness, warily, warm, worm,
17. warmly, warmth, warehouse, war, warfare, wares, wears, war-
18. rantee, warrior, wariness, worse, wars, wires, warfares, warms,
19. warps, worms, warriors, warlike, wine, wean, win, winnow,
20. won, one, wan, wane, wain, wanness, windy, window, wince,
21. winced, wins, window-sash, Wednesday, once, windows, wanes,
22. window-sashes; **yacht**, Yankee, Yarrow, yawl, yawn (or with
23. *N*-hook), yearling, yelk, yell, yellow, yellowish, yamp, yelp,
24. Yang, yoke, yank, yoke-fellow, yam, yon, yore, young, young-
25. est, youngster, youth; **twig**, twang, bequeath, Beckwith, dis-
26. suade, Haswell, quota, equity, twitch, unyoke, quench, Edwin,
27. wigwam, unweighed, unwearied, queensware, inweave, equip,
28. qualm, quail, quill, quell, squeal, squall, quarrel, quietly,
29. squirrel, quietus, quarrelsome, quarry, quire, queer, query,
30. querl, quash, query-box, queen, queens, queendom, quinsy,
31. quorum, quoth, square, squab, squash, squabby, squemish,
32. squirm, twain, twin, twine, quitch, quip; **swoop**, swoops,
33. sweep, sweeps, sweet, sweets, sweetest, sweetly, sweetness,
34. swap, swaps, swab, sweat, sweats, sweaty, Swede, swash,
35. switch, switches, swipe, swipes, sweep-stakes, swing, swathe,
36. swung, suave, swayed, Swedes, swoon, swine, swain, swig,
37. swarthy, swag, swear, swearer, swore, dissuade, swarm, swan,
38. swath, Sweet-william, swinish; **swill**, swell, swallow, swal-
39. lowed, swim, swum, swam, swamp, swampy, swellish; **wise**,
40. woes, woos, ways, weighs, sways, Swiss, west, wasp, wiser,
41. waspish, weasel, wassail, waste-pipe, wastes, yeast, Wesley,
42. Yost, yes, yeas, wisp, waists, westerly, Wooster's, swizzle;
43. **woke**, awoke, wake, awake, wait, await, walk-way, roadway,
44. doorway, halleluiah, yore, Oyer; **way**, weigh, woe, woo.

BRIEFS DISJOINED AS VOWELS.

178. (a) It very frequently happens that a brief is required *between* two consonants in such a manner that it can not possibly or conveniently be joined to either of them so as to preserve the

order of reading the consonants. When this is the case, it is *disjoined* and placed beside the stroke in the position of the vowel immediately following it. (*W* and *Y*, if not silent, are invariably followed by vowels.)

(*b*) Frequently the advanced writer omits the insertion of the disjoined briefs in outlines which are suggestive, on the same principle that he can omit some of the vowels from suggestive outlines; however it is highly advisable that the beginner should insert them every time in order to be able to insert them readily when called for in practical work. The experienced writer, relying on his judgment, can take many liberties which would be absolutely suicidal for the novice.

HOW CALLED.

179. A disjoined brief is pronounced just as the vowel whose position it occupies, with the sound of *w* or *y* prefixed. For example, *Weh*, placed beside a stroke at the beginning, is called *Wē*, *Wī*, *Waw*, or *Wō*, which is simply *w* prefixed to the name of each of the four first-position vowels.

180. Some writers disjoin *Weh* and *Yeh* respectively, for *dot* vowels, and *Wuh* and *Yuh* respectively, for *dash* vowels, and some have gone to the wild extreme of making them large or heavy for long vowels, and small for light vowels, etc., etc. The student may do this if he deems it necessary in order to distinguish between two words which would otherwise be written alike; but the author has never found this distinction necessary in practical work, since there are scarcely half a dozen words in the language, any two of which would be written and vocalized alike, and in these cases there is no likelihood of getting them confused. *Squaws* and *squeeze*, for example, would be written alike if this distinction be not observed, but the context will tell you which of the two words is intended.

FOLLOWED BY DIPHTHONGS.

181. (*a*) In practical work, a brief may usually be disjoined when followed by a diphthong, in the same manner as when followed by a vowel; but if a distinction is thought necessary, the diphthong may be opened at right angles to prefix the sound of the brief, as in such words as *quiet*, *buoy*, *twice*, etc., *I* being changed to *Toid-Koid*, and *OI* to *Koid-Toid*, etc. (*b*) Sometimes a brief may be conveniently joined to a diphthong, as in *meow*, *genii*, etc.

CONCURRENT VOWELS HAVING SOUND OF "YAY."

182. (a) It is very often the case that when two vowels occur together and are uttered in quick succession, the first one partakes of a sound so closely resembling that of *Yay*, as to justify the use of *Yeh* (or *Yuh*), disjoined, in the position of the *second* vowel. This may be done even in cases where the two vowels are in separate, distinct syllables, provided the word admits of rapidly pronouncing the syllables so as to cause this blending of the two vowels.

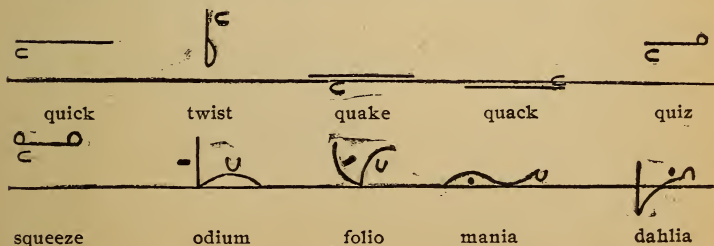
(b) The italicized letters in the following words and the pronunciation following illustrate perfectly this important principle: "*folio*," fol-*yo*; "*mania*," man-*yah*; "*serious*," ser-*yus*, "*various*," var-*yus*; "*stereotype*," ster-*yo*-type; "*oleomargarine*," ol-*yo*-margarine; "*odium*," od-*yum* or o-*dyum*, etc.

183. Bear in mind that in order to derive the benefit which this peculiarity of concurrent vowels gives us, the words are written according to a pronunciation which is a little distorted, that is, a little different from the perfect and distinct enunciation of every syllable, as it deprives the word of one syllable, which always has so little prominence, however, in the actual speaking of the word, that it is scarcely noticed. But, as has been remarked, this slightly unnatural pronunciation very closely resembles the sound (or force) of *Yay*, and consequently no illegibility, but much convenience, results from its use.

SOMETIMES JOINED.

184. When two vowels giving the sound of *Yay*, as explained above, occur in the third position *after* the last stroke, *Yeh* or *Yuh* is usually joined, thus facilitating its expression.

185. ILLUSTRATION—§§ 178-183.



186. Direction to Student:—Carefully write the following words, correct mistakes, and re-write *forty times*. Be just as pains-taking with the last copy as with the first.


WRITING EXERCISE — BRIEFS USED AS VOWELS.

1. Quest, inquest, bequest, request, twist, twill, untwist, quiddity,
2. dwell, dwells, dweller, quick, quack, quake, thwack, quasi,
3. quicklime, quickness, quiescence, liquefy, [See § 178, *b*], quix-
4. otic, quiz, squaw, squeak, squeeze, foliage, envious, studious,
5. copious, habeas, William, aqua, ammonia, furious, curious,
6. curiosity, imperious, hilarious, odious, odiously, various, Syria,
7. Scipio, stereotype, erroneous, serious, radius, spurious, dubious,
8. delirium, opium, odium, symposium, alias, impious, obvious,
9. notorious, piteous, mania, Aurelia, Aurelius, Amelia, Julia,
10. Julius, Zacheus, Delia, Romeo, Eugenia, Ophelia, Victoria,
11. Macedonia, Arabia, Acadia, Nova Scotia, furrier, terrier, bar-
12. rier, insignia, folio, dahlia, atheist (or diphthong No. 5), India.


187.

BRIEF AND OTHER WORD-SIGNS.


<u>c</u>	we, with	<u>h</u>	you would,-were
<u>c</u>	were	<u>u</u>	ye would,-were
<u>o</u>	what	<u>u</u>	yet we, etc
<u>o</u>	would	<u>c</u>	with you
<u>u</u>	ye, year	<u>c</u>	were you
<u>u</u>	yet	<u>o</u>	what you
<u>n</u>	beyond	<u>o</u>	would you
<u>h</u>	you	<u>o</u>	is his,-as his is,-has
<u>c</u>	we were,-would, with what	<u>o</u>	as is,-has has his
<u>c</u>	were we,-what	<u>✓</u>	we are
<u>o</u>	what we,-would,-were	<u>✓</u>	where
<u>o</u>	would we	<u>✓</u>	aware with our
<u>n</u>	beyond what	<u>c</u>	we may

 with him




 when, we know



 herewith




 wherewith




 whereby




 wherefore




 wherever




 wheresoever




 wherein




 whereunto




 whenever




 whensoever





 whencesoever




 whatsoever



 whosoever
 whomsoever



 howsoever




 forever




 never



 never-the-less



 notwithstanding



 new




 now



 being



 while, we will

EXPLANATION—ENLARGED BRIEFS.

188. (a) The enlarged brief and circle signs will be easily remembered if the following be observed :

(b) Any *Brief* sign is enlarged to add the value of any *Brief Way* sign. (c) A *Brief Way* sign is enlarged and *inclined* to add *you* (or *ye*). (d) *Iss* is enlarged to *Ses* to add any word for which *Iss* is a sign.

189. (a) **Direction to Student:**—The above list of signs, like all lists of signs, and like every outline in this book, should be studied and *practiced* until each can be written and read as easily as if it were *longhand print*. (b) Compose sentences of your own, using two or more of the signs in each, then re-write the sentences *many* times over.

“CON” AND “ING” DOTS.

190. (a) A dot placed before the beginning point of a stroke represents the much-used prefixes *con*, *com*, *accom*, *cum*, *cog*, etc. (b) Some writers prefer to make the dot heavy for *accom*, but it is not found necessary in practical work to make this distinction since no confusion arises from using a light dot for all these prefixes.

191. (a) A dot placed after the end of an outline is used for the syllable *ing*. (b) Sometimes it is desirable, and even preferable, to use the stroke *ING* for *ing*, as in such cases as *rising*, *passing*, *kissing*, and a few others where the stroke may be joined very easily, generally on strokes ending in a circle, however. (c) For *ings*, the stroke *INGS* is preferable, though some authors use a heavy dot, and some convert the light dot into a circle.

“A,” “AND-CON,” ETC.

192. The *oid* sign which is used for phrasing *a*, *an*, or *and* may be written in the place of the *Con* dot to signify *con*, *com*, etc., following the words *a* or *and*.

“ING-THE,” “ING-A,” ETC.

193. In like manner, the *oid* signs for *a*, *an*, or *and*, and for *the* may be disjoined in the place of the *Ing* dot to add their own value to that of the dot.

“ING-HIS,” “ING-AS,” “ING-US.”

194. The *Iss* circle disjoined in the *Ing* dot place adds *his*, *as*, or *us* to the value of the dot.

DISJOINING FOR “CON.”

195. When an outline would not fall below, or too far below, the line, it may be dropped below the preceding word to take the place of writing the dot for *con*, *com*, etc.

“TO” IMPLIED—FOURTH POSITION.

196. (a) Where an outline would not be thrown too far below the line and where no illegibility would result, a word sign or an outline may be begun under, and touching, the line to prefix *to*, and sometimes *to the*, *to a*, or *to an*. An outline thus written is said to be in the *fourth position*. (b) Note that strokes which are written upward are not used in the fourth position unless they have a hook or a circle at the beginning, in which cases the hook or circle is made under and touching the line, the stroke proper crossing it.






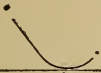

















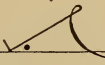






(c) The horizontal strokes *K* and *Gay* may be written in the fourth position by slightly inclining them in order that they will not coincide with the ruled line.

“ISS” USED FOR “US.”

197. On the ordinary wordsigns, and on outlines of simple words in common use, the *Iss* circle may be affixed to denote *us*.

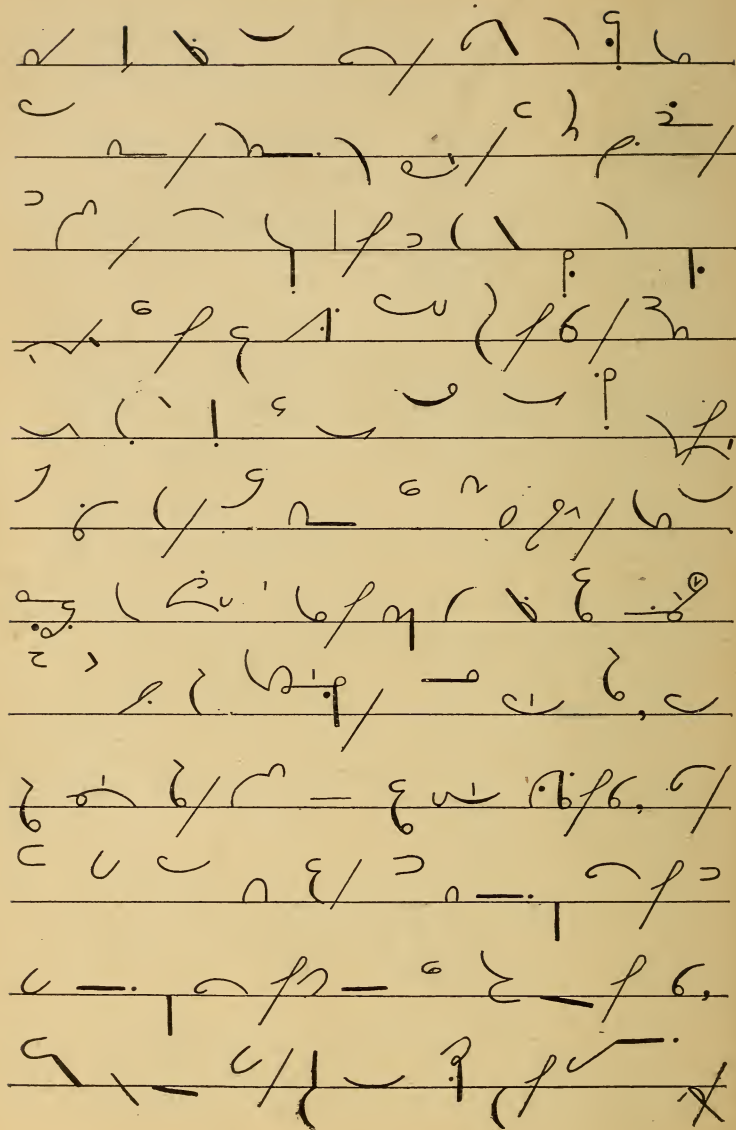
198.

ILLUSTRATION— $\frac{1}{2}$ 190-197.

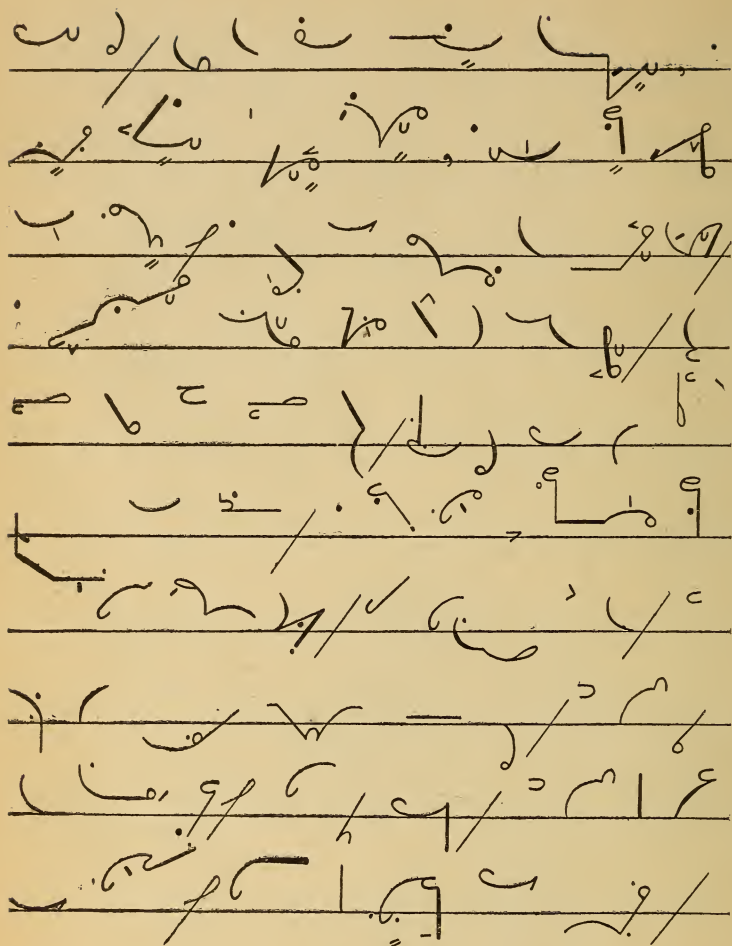
			
conducting	composing	commencing	committee
			
comrade	accompanying	raising	doing a, -an, -and
			
doing the	giving a, etc.	sayings	doings
			
a committee	and conceding the	giving his, -us	seeing his, -us
			
in composing	to do	to induce	to wear
			
to the house	to sell	to cause	to receive
			
for us	of us	with us	by us
			
give us	knock us		

199. Direction to Student:—The following exercise should be copied direct from the book *five times*, then written carefully from dictation until it can be written at the rate of *eighty-five* words per minute.

READING EXERCISE.



✓ j ' 3 v / h u ✓ c c c
 n / a v i u / i r o a y
 c v a c u i c p. w p. e
 u / i b u h / a u /
 c i a u b b u c v
 (/ e a i (a / c u i ✓
 x o y e i z a u / o i
 n c h / r (v y c - n u
 u e / e c a - / v n t
 m y / a t i 3 i / b o
 u v / r y i b p r u i
 h u 3 a p o y c i x m i



200. Direction to Student:—(a) The following splendid exercise should be written *at least thirty times*, or until you have actually *mastered* the principles involved in it, and you are able to write it at the rate of *eighty-five words per minute*. (b) A colon between two words indicates that the second one is dropped a little under the first to imply *Con*, *Ing*, etc.

WRITING EXERCISE.

1. If-you-are:convinced of-the wrong, you-should stop doing it. 2. Where were-you when we saw-you, and what-were you doing? 3. Where were-you last week? 4. We-were-waiting in-Winchester for-Edwin Beckwith and-his-wife, Julia. 5. Never be-weary in well-doing. 6. How-much does-the youngster weigh? 7. Were-you ever in Roumania? 8. Delia married a-widower. 9. They-were working:and toiling:and sweating, but-were happy, never-the-less. 10. The notorious quack was furious when his spurious wine was-lost in-the swill-tub. 11. Samuel and-William were stung by almost a-whole swarm of bees. 12. The large side door swung aside with a-squeak. 13. Romeo was eating:his lunch when a-wasp stung him. 14. His:conscientiousness:commenced early in-his youth. 15. He-was once a:commodore. 16. We-will:commune with-you if-you wish. 17. The chemist mixed aqua ammonia with inks and-oils. 18. Yeast causes-the dough to-rise. 19. Her mistake was obvious. 20. You ought to-awake early and-take a-long walk. 21. What-would we-do if-you-were to-leave-us? 22. Are-you-going to-see (S⁴) Miss Smith this year? 23. We-will-go with-you when-you-go (invert *you*) if-you-will-wait two-weeks. 24. "Weigh well what-you-say." 25. What-we-say will-be-weighed well. 26. I-will-give-you a-check on-the City Savings-Bank tomorrow or-Wednesday. 27. Maria has-a-mania for using new wine. 28. I-request you to-make (M⁴) an-inquest. 29. Is-his watch as new as-yours? 30. Yes, his-is just-as-new. 31. Has-his wife come home yet? 32. She-is still in-Winsonia. 33. It-is too-warm to-go today, so we-will-wait and-go tomorrow with-our-nephew and-nieces. 34. Wallace Wilson, alias Wat Wortham, is working for-us. 35. We-were-talking of-going fishing:and rowing:and swimming:and walking:and riding:and seeing:the sights and-having:a nice time in-the-country. 36. Is-the young-woman:convalescing? 37. Do-you:consume much-wine? 38. We use no-wine. 39. He-thinks this-is one of-the impossibilities of-life. 40. They-may-be with-us by-the-time you-desire-them. 41. Are-you-going to:commence (or 4th pos.) soon? 42. The lady passed by-us and-will-wait for-us at-the Custom-House. 43. We-are-buying:and selling small-wares. 44. We-shall never-the-less await-the coming of-the officers. 45. He-is-now a-wiser boy. 46. Many of-us are doing:the same thing. 47. We-are think-

ing:and talking on-the subjects of-war, of-wine, and-of witches.
 48. We-think this-is a-queer thing for-us to-do. 49. Edwin's
 young-wife has-a yellow yacht and-a yelping, yellow dog. 50.
 William Watson may-go with-you if-you-are walking home. 51.
 What-would they say if-you-were to-stay with-us? 52. Were-you in-
 the:composing room? 53. We-will-write-you when-we-are-com-
 ing to-Cincinnati. 54. We will:convey to-them the news of-the
 various inquests. 55. We-were singing:the anthems, accompa-
 nied by-the piano as-you (sYuh²) passed by-us (Bs¹). 56. We-
 think we-will win-the-race.

CHAPTER XIII.

BRIEFS FOR HAY.

201. (a) *Hay*, like *Way*, *Yay*, and *S*, has its briefs.

(b) The briefs for *Hay* are a *dot* (written by the side of the following vowel), and a *tick*—that is, *Poid*, *Chayoid*, or *Rayoia* (joined at the beginning of the word).

ANALOGOUS TO WAY AND YAY.

202. (a) The same *general* relation exists between *Hay* and its briefs as exists between *Way* and *Yay* and their briefs, for example:

(b) When *Way*, *Yay*, *Hay*, or *S* is preceded at the beginning or followed at the end, of a word, by a vowel, the *stroke* must be used; otherwise the brief.

(c) If either of the above-named consonants is the only consonant in an outline, the stroke is used.

(d) If the next consonant following *Way*, *Yay*, or *Hay* is *s* or *z*, the stroke is used.

(e) What is said of *S* in § 105, *d*, applies in like manner to *Way*, *Yay*, and *Hay*.

OTHER USES OF THE HAY STROKE.

203. (a) The Hay stroke is used at the beginning of words when the following consonant is *preceded* and *followed* by a vowel (See § 41, *a*, for exception).

(b) The stroke for *Hay* is also used when followed by *Ray*. (*Hay* would be "followed by *Ray*" if, in accordance with § 41, *b*, *R* could not be joined to the stroke following it, as in *hearth*.)

204. The reason for the rule stated in § 203, *a*, above, is that the outline is thereby rendered more suggestive of the word; for when the "following consonant is preceded and followed by a vowel," there will necessarily be a syllable each for *Hay* and the following consonant, thus distinguishing by the very form of the outline itself, between such words as *hat* and *Hattie*, *hair* and *hairry*, *hot* and *haughty*, etc.

205. (a) The *Hay* stroke is also frequently used in outlines, the legibility or suggestiveness of which calls for the use of an *n*, an *f* or *v*, or a *Shon* hook. In cases of this kind, authors and writers differ in their opinions as to whether the *Hay* stroke with a following hook, or the *Hay* brief and a following stroke, should be used. In the author's opinion it is sometimes advisable to use one and sometimes the other of the above methods, according to the legibility of, and ease of writing, the various outlines, and a writer may in such cases use his own judgment in determining which he will adopt. (b) This principle will be appreciated more fully when the chapter on hooks is reached, at which time reference will be made to this section.

THE "TICK" AND THE "DOT" — WHEN USED.

206. The use of the *tick* and the *dot* is in one sense the same, since in nearly all cases, the one may be substituted for the other and no illegibility or very great inconvenience will result in any particular case. Hence many authors use them indiscriminately. But this is confusing, however, since the student is thereby caused to hesitate and inquire which of the two briefs to use. We might have dispensed with the *tick* altogether, but it is a very useful little sign, since it can be joined, thus making the outline more complete, which renders it less important that all the vowels in the word be written. The *dot*, of course, can not be used except in conjunction with a vowel or diphthong.

THE BEGINNER AND THE ADVANCED WRITER.

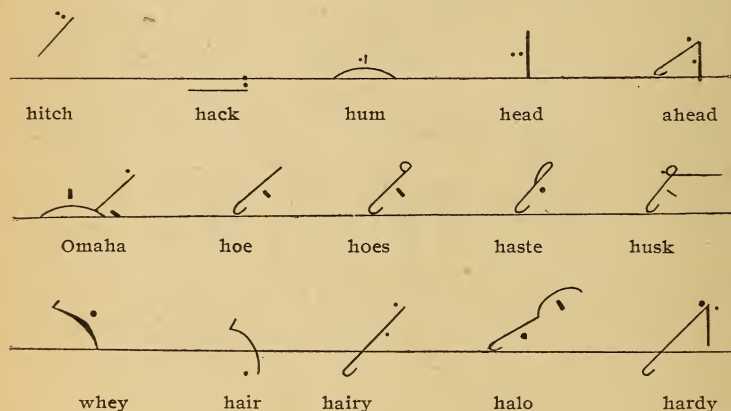
207. (a) The student may begin by using the *tick* on the strokes *R* and *Way* (as in *harm*, *whey*, *whistle*, etc.), but the more

experienced writer may rely on his own judgment, and use the *tick* (instead of the *dot*) in all cases where its use would not be mistaken for the phrasing of *I, of, he, should*, etc., which is rarely the case. (b) The advanced writer, however, frequently omits altogether the expression of *Hay*, especially the *tick* and the *dot*, from outlines which are suggestive, and no illegibility will result, because it is often the case that the sound of *Hay* does not play a very prominent part in the pronunciation of the word, but read what is said of vowels and briefs in § 178, *b*, and apply to the principle under discussion, as well as to any other principle.

“WH” REVERSED.

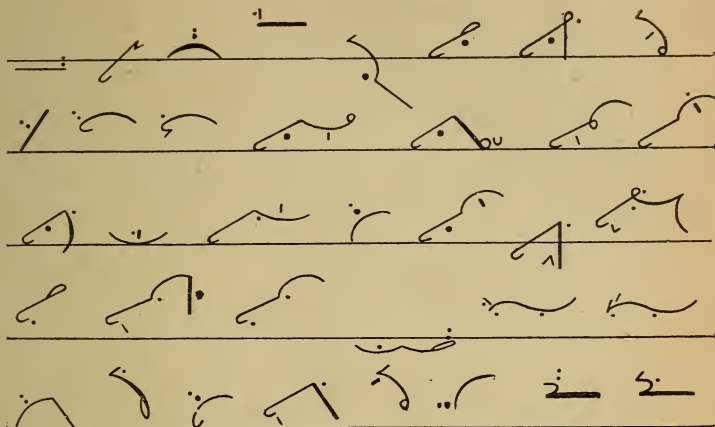
208. It is important in this connection that the student should notice that in longhand words which begin with *wh*, the sounds are exactly reversed, and that *h* is really sounded first. Hence such words as *which, when, whey*, etc., if spelled with the letters in the order of their sounds, would be spelled “*hwich*,” “*hwen*,” and “*hwey*,” respectively.

209. ILLUSTRATION—§§ 201-208.



210. Direction to Student:—Make at least *twenty-five* neat copies of the following:

READING EXERCISE.



211. **Direction to Student:**—The words and sentences in the following exercise should be written by sections at least *thirty times*. The sentences are made up almost entirely of words illustrating some form of *Hay*, and should be practiced until you are able to write them correctly at the rate of *eighty words per minute*.

WRITING EXERCISE.

1. (a) Hug, hut, hale, hail, hall, haul, hull, hate, Hyle, Hoyle,
2. hunk, hank, enhance, enhanced, Hemphill, hole, heal, heel,
3. hack, huckster, hums, hemp, humbug, hump, hems, Tulla-
4. homa (See § 41, a,) homicide, hackney, hoggish, hotchpotch,
5. hogshead, hoax, health, help, hood, height, hat, heath, hog,
6. hominy, homily, humility, homœopathy, hook, hang, hung,
7. howl, hill, hash, hush, heed, hoop, Hicks, hoed, handy,
8. unhandy, unharmonious, unhealthy, head, hot, hide, hid,
9. hatch, hedge, huge, hitch, heap, hub, hoot, exhale, mayhem,
10. adhere, unhinge, unhung, whack, whig, whip, whet, wheat,
11. whang, whim, whence, whine, whinny, whiff, whop, wheel,
12. whale, whaler, white, whit, Whitney, Wheeling, Whitley,
13. whirl, whirl, whirligig, wheelbarrow, harm, harmony, harm-
14. less, hark, wheeze, wheezed, whiskey, whistle, whistler, horse,
15. hearse, hires, hares, hairs, hoarseness, whey, whiz, whizzes,
16. whizzed, harsh, harp, Hurley, Hiram, horseshoe, horsewhip,

17. horseback; **hay**, hoe, ho, Howe, ah, eh, ugh, haw, Ohio,
18. Hugh, hew, hue, aha, ahoy; **hose**, hoses, house, hies, host,
19. hast, hasten, hosanna, hasty, Hester, Hyson, Hezekiah,
20. hyacinth, hoister, hiss, hisses, hoist, haste, host, house-top,
21. hist, hissed, hues, husk, husky, hassock, hawser, hazardous,
22. housekeeping, hasp, hustle, hazel, hastily, Hoosier, hostess,
23. housewife, housewifery, hostile, hostler, hussy, history, hysteria, hyssop; **haughty**, haughtily, haughtiness, Hattie,
25. Hettie, howdy, hello, halo, hallow, hollow, hilly, Hela, hal-
26. lowed, hallelujah, Helena, Hades, habeas, hazy, hussy, huzza,
27. heinous, Hannah, Hanniel, Honora, hobby, hilarious, holly,
28. hollyhock, holiday, heroic, heavy, heavily, holocaust, honey,
29. hocus, Hugo, Harry, Horace, horoscope, hero, hoary, harrow,
30. harrowed, Hareth, hurry, hurried, hurriedly, Sahara, harass,
31. Harrison, horizon, Herod, Herodias, haddock, Harriet, heady,
32. heresy, hiatus, Harris, hyena, hobby-horse, huffy, hypothesis,
33. hypotheses, harangue, havoc, helix, Heresh, Horatio, Hobab,
34. horrid, horribly, horrify; **hearth**, hardy, hearty; **ahead**;
35. **Omaha**, Idaho, Leho, yahoo.

1. (b) **Contrast**: hair, hairy, Harry; hat, Hatty; hire, hero;
2. hairs, harass; horse, Horace; hearse, hurries; hoarse, heroes;
3. hot, haughty; heeds, hideous; heads, Hades; hell, hello;
4. hale, halo; hone, honey; Haynes, heinous; heap, aheap;
5. head, ahead, heady; hill, hilly; hoax, hocus; hub, hubby;
6. hod, Hoddy; wheel, awheel.

SENTENCES.

(c) 1. Hugh Harrison, Harry Whitney, and-Misses Hyson and-Hemphill, of Wheeling, are visiting: the city en-route to-White Hall, Ohio. 2. The haughty lady said "hello." 3. The hostler will hitch his horse by-the hogshead and-take-the whip, the bag of-wheat and-a jug of whiskey into-(N-T²) the house, and-will hang his high hat on-a hook in-the hall. 4. Hettie sits on-the hassock and-weaves-the white wool with hues of-red into a-hood for-Hannah. 5. The hostess hastily spoke in a-husky-voice to-the (*Poid*⁴) harmless Hoosier hosier. 6. The housewife has-many things to-harass (4th Pos.) her. 7. The huge wheels: commence whirling while-the (*Rayoid*) steam-hisses. 8. The whistler's hoarseness is-the-cause of-his unharmonious (*Hay Dot*) wheezing: and-the harshness of-his-music. 9. A-huge hedgehog

hung his head in a-wheelbarrow. 10. Harry Hicks, the humbug, hums, and-whines and-hisses and whistles and wheezes and-harasses-us (Hay-Rayse^{siss}) all-the time. [*d*] 11. Misses Hettie-Hester and-Harriet Harris and-Messrs (*Ms-Rays*) Horace-Hobson and-Hugh Mahoney, of-the Rockhill choir, sang-the hosanna "Hallowed be Thy-Name," accompanied by a-large harp. 12. The wheels of time whirl on. 13. The Judge, who-said it-was homicide, is hale and-hearty, though his locks are-hoary with-age. 14. The healthy whaler eats "hog and-hominy," as-well-as (*sLays*²) hash and-honey. 15. Hark! what-do-we hear? 16. Harry Hoyle hies to-the hut to-be out of-the hail. 17. A-high hat on-his (*Raysoi^d*) head enhances-his looks because it adds to-his height. 18. The white hyacinths exhale many-whiffs of-sweetness which we inhale as-we (*sWeh*¹) pass by. 19. The heroic boy hurried to-help catch-the dashing horse. 20. Hush! you-should-be less hilarious. 21. Hezekiah Leho^y hires-the horse to-go to-Omaha, horseback, in-the holiday-season. 22. Hiram-Howe hung his head in humility and-shame and-hurried away. 23. The howling of-the wolves and-hyenas, and-the unharmonious whinnying of-the huckster's hack horses will horrify-you. 24. Horatio Hyle hid-the hank of wool so Helena would-have-no hood to-make. 25. The haughtiness in Honora's hazel eyes, and-her huffy-speech cause many to-hate her. 26. His heel was on-the hub of-the wheel. 27. The healthy boy is studying: his history lesson, while-the unhealthy-lad is wishing homœopathy would heal him. 28. It-is unhandy to-haul-the wood up-the hill to-the-hall (*Poid^t*-Lay). 29. He-whets his scythe to-mow-the-hay and-hemp which-he-has raised on-the hillside above-the heath.

(*d*) REMARK:—In sentence 10, *and* may be phrased with *whistles* and with *wheezes* by omitting *Hay* altogether [§ 207, *b*], or by using the *Dot*. This plan may be adopted in other similar cases.

212. Direction to Student:—The words and wordsigns in the following list should be written without hesitation and with considerable speed if you have studied and practiced sufficiently the exercises in the preceding chapters. If you can not thus write this miscellaneous list, do not become discouraged, but proceed *at once* to take a *thorough review*, re-writing the various lists of words and sentences.

WRITING EXERCISE—REVIEW.

1. Quorum, swizzle, swine, improvement, English, influences,
2. warfare, square, usually, thousand, swamp, swing, ought, sub-
3. jected, Swede, impossibilities, never-the-less, disposal, decisive,
4. ceases, together, possesses, possessed, molasses, Sarah, success,
5. devices, diffuses, Æsop, silly, Enos, imbibes, noxious, ambi-
6. tious, may-be, erase, Zion, links, memorized, icy, decoys, Jessie,
7. resigns, holiday, whiskey, horror, oils, Chesapeake, exhaust,
8. worthy, imposes, wasp, fierce, fish, embalsms, maxim, maxi-
9. mum, exercises, swell, harrasses, willow, circus, bank, axis,
10. bequeath, casks, officer, yellow, twig, twirl, Cicero, whenever,
11. espouse, pious, poison, shell, shawl, shall, police, disease,
12. haughty, gawky, tongues, zealous, assize, sledges, Yankee,
13. attacks, hawk, Hugo, sausage, twine, fiat, shadows, suffices,
14. awake, swill, Swiss, solos, sagacious, items, Wednesday, horri-
15. fies, season, assassin, winnow, wings, notwithstanding, assess,
16. hisses, twang, resumes, squirm, husky, disobeys, social,
17. Lawson, puzzle, pacify, possibility, owes, await, boxes, sizes,
18. Sabbath, scissors, errors, wretches, vicious, hastens, Lucy,
19. continuous, imposing, hilariousness, composite, exhale, in-
20. haler, commune, teaches, Mississippi, jockey, hustle, com-
21. modious, Joseph, accessory, quack, conveyance, wherever,
22. barrier, Julia, fuzz, marries, coaxes, dubious, first, wheresoever,
23. itself, holy, accompany, whereby, piteous, fact, beyond, con-
24. cede, Owen, dual, aware, furious, Ophelia, Deity, re-echoes,
25. rears, symposium, dazzles, obvious, asylum, length, housed,
26. thwack, earthquake, payee, Atheist, stung, Webster, Scipio,
27. quarrelsome, anywhere, beware, confused, embezzler, im-
28. postor, erroneously, annoys, herewith, wherewith, advertises,
29. theorize, seriousness, Owensboro, comparison, destiny, be-
30. witch, subsists, impeach.

CHAPTER XIV.

INITIAL HOOKS.

R AND L HOOKS.

213. (a) When there is a close union of *r* or *l* with another consonant, as in *pray, grim, free, plea, eagle, apple, reply*, etc., they are each represented by a hook placed at the beginning of the preceding consonant stroke. [Read § 57.]

(b) The hook is read immediately after the stroke; hence a vowel placed before a stroke with an *R* or an *L* hook attached is read before, and a vowel placed after such a stroke, is read after, *both the stroke and the hook*.

214. The *R* hook is written on the left hand side of all upright or inclined strokes on which this hook is used; and all straight strokes and the four curves, *F, V, ITH, and THEE*, take the *L* hook on the *opposite* side.

215. (a) Since a hook can be placed on only one side of curved strokes, *F, V, ITH, and THEE* must necessarily be turned, or "hinged," over in order to accommodate the above statement. (b) No confusion will arise from turning these characters since *R, Way, Sand Z* take no initial hooks. (c) Reference to the illustration will show which strokes do and which do not take the *R* and the *L* hook, and the manner of writing these hooks on the various strokes.

(d) Read what is said in § 107 about the formation of circles, and apply the same to the hooks, starting *parallel* with the stroke.

216. (a) It is also necessary, in order to accommodate the *R, L, and Way* hooks, that *Ish* and *Zhay* be written upward when an *L* hook is used on them; that *M* and *N* be shaded when the *R* hook is used; and that the *L* hook on *M, N, and Ray* should be made large.

(b) No confusion can arise from shading *M* and *N* for the *R* hook, since *Imp* and *Ing* take no initial hooks, as may be seen by reference to the Illustration. *Ish* and *Zhay*, with an *L* hook attached, should not stand alone (except when lengthened), because they would resemble *SHn* and *ZHn*.

VOWEL BETWEEN STROKE AND HOOK — SPECIAL VOCALIZATION.

217. (a) As stated above, the *R* and *L* hooks are mainly used for *close* combinations with other consonants; hence, when a hook is used, one concludes naturally that no vowel or diphthong occurs between the consonant represented by the stroke and the *R* or *L* represented by the hook (See § 213, b).

(b) However, in order to avoid *long, inconvenient outlines* the *R* and *L* hooks are frequently used in cases where vowels do occur between them and the strokes.

(c) Mind you, now, that in short, easy outlines it is generally better to use the strokes for *R* and *L* than to use the hooks; for when a stroke is used we know thereby that some vowel comes between the two consonants, thus determining, without always actually inserting the vowels, the class of words to which they belong. For example:

(d) Short words like *par*, *Paul*, *pore*, *purrr*, *chill*, etc., are ordinarily best written *P-R*, *P-Lay*, *P-R*, *P-R*, *Chay-Lay*, but if these *same* words (or sounds) occur as *parts* of *longer* outlines, such as *park*, *parson*, *paltry* (*Paultry*), *porter*, *purchase*, *Childers*, then these parts or syllables should generally be contracted by using hooks, which would give the following suggestive, convenient outlines for the above words: *Pr-K*, *Pr-seN*, *Pl-Tr*, *Pr-Tr*, *Pr-Chays*, and *Chl-Drs*, respectively (See § 232).

(e) See *contrast*, § 241, *m*, for additional words illustrating this principle.

218. Common, much-used words, such as *feel*, *fill*, *fail*, *fell*, *tell*, *till*, *follow*, *fall*, *kill*, *dear*, *appear*, *care*, etc., are generally written with a hook, but when so written are considered as *contracted* forms, and are generally found in lists of word-signs, and rarely call for vocalization.

219. If a word has occurred several times in a particular piece of dictation matter, a writer may usually contract it by using a hook instead of a stroke; or if it does not come under this class of words, it may usually be contracted in some other way.

220. More liberties may generally be taken in the way of using *R* and *L* hooks having vowels between them and the strokes if the vowel to be read between be a *dash* vowel because it is more easily inserted than dot vowels or diphthongs.

221. Read the above paragraphs very carefully many times, for they involve a principle which has heretofore been confusing to students, and even to many advanced writers and reporters, and which, if thoroughly learned, will lift a burden from the shorthand writer and student in whose mind this principle has not been made clear.

HOW VOCALIZED.

222. Reference to the illustration will show that when a *dash* vowel is to be read between a stroke and an *R* or an *L* hook, it is written *across* the stroke in the required position, and that when a *dot* vowel is to be likewise read, it is converted into a small circle. (*b*) When the dot vowel is heavy it may, when convenient, be placed before, and when light, after, the stroke; if not convenient, however, no distinction will be found necessary in practical work. (*c*) Diphthongs and briefs are generally written across the stroke in the same manner as dash vowels, though, if more convenient, a first or a third position diphthong or brief may be written in the *Con* or *Ing* dot position, touching the stroke.

"R" AND "L" HOOKS USED MEDIALY.

223. When an *R* or an *L* hook is required between two strokes, it is read and vocalized in the same manner as if written at the beginning of the outline.

SHAPE OF HOOKS MODIFIED.

224. It is frequently necessary to modify the shape of a hook occurring medially, on account of the direction of the stroke which may precede, or in the case of a final hook, the direction of the stroke which may follow, the one containing the hook. Some of them, for example, would be mere angles, as in *speaker*, *talker*, *digger*, *joker*, *reply*, etc., since the hooks in such cases are formed by simply *retracing* a part of the preceding or the following stroke, making simply an offset.

"R" AND "L" HOOKS PRECEDED BY "ISS,"—R HOOK.

225. A circle or loop may be written at the beginning of *straight* strokes on the *R* hook side, to *prefix* the value of the circle or loop to that of the hook; or in other language, an *R* hook on *straight* strokes may be closed up and converted into a circle or loop to prefix the value of the circle or loop, as in *spree*, *stray*, *sober*, *supper*, *stupor*, *stagger*, *sister*, etc.

ORDER OF READING.

226. In cases where a circle or loop is prefixed to an *R* hook, the circle or loop is read *first*, then the stroke and hook, with vowels before or after, are read in the same manner as if there were no circle or loop attached.

ON CURVES.

227. (*a*) It is obvious that on curved strokes an *R* hook can not be closed to prefix a circle, since there would be no difference between the appearance of the stroke and circle *with* the hook, and its appearance *without* the hook. (*b*) In such cases the circle must be shown distinctly inside the hook.

(*c*) It is sometimes better to use the stroke for *R* than to write the circle inside the hook, as in such cases as *safer*, *suffer*, *severe*, etc., being written, *seF-R*, *seF-R*, and *sV-R*, respectively.

RESEMBLES A LOOP.

228. In all cases where a circle is to be written inside of a hook, at the beginning of an outline, the hook is made a little larger and longer than usual, so that the circle may be made in the shape of a *Steh* loop. If this is observed the circle will be much more easily written inside of any hook. [See following section.]

NOT WRITTEN INSIDE OF HOOKS.

229. Loops and *Ses* circles are never used inside of *any* hooks, such words as *steeple*, *stable*, etc., being necessarily written with the outlines *sT-Pl*, and *sT-BI*, respectively, not "*stehPl*" and "*stehBI*," the two latter not being possible outlines.

"L" HOOK.

230. It is plain that an *L* hook can not be closed to prefix a circle, for reasons mentioned in § 227 relative to closing the *R* hook on curves; hence the circle must be shown inside. [Read § 228.]

"R" AND "L" HOOKS ENLARGED.

231. (*a*) An *R* hook may be made twice its usual size to add *l*, and the *L* hook may be thus enlarged to add *r*, to the word.

(*b*) Note that the enlarging adds "*l*" or "*r*" to the word—that is, the outline and vowels are read as though the hook were

small, then the "l," or "r" is *added*, being read in the same order as a final circle. [See Illustration.]

NOMENCLATURE.

232. (a) As has been several times remarked (see §§ 108-111), a stroke, with all the hooks, circles, etc., it may contain, should, whenever practicable, be pronounced in only one syllable. This is emphatically true as regards the *R* and *L* hooks.

(b) A stroke containing an *R* hook is pronounced by prefixing the *force* of the consonant represented by the stroke to the syllable *er*, as heard in "preach-*er*," "dipp-*er*," etc., the outlines for same being called "Per-Cher" and "D-Per," respectively.

(c) A stroke containing an *L* hook is pronounced by prefixing the force of the stroke consonant to the syllable *el* or *ell*, as *Pl*=*Pel* or *Pell*; *Tl*=*Tel* or *Tell*; *Rl*=*Rel*; *Shl*=*Shell*, etc.

(d) A stroke containing an enlarged hook is pronounced in one syllable; for example, *Pr*, *Prel*; *Pl*, *Pler*; *Ml*, *Merl*, or *Mrel*, etc.

233. It is highly important that the student become perfectly familiar with the correct nomenclature of all outlines, because of the similarity of sound between the words and their outlines, the great value of which only those who have "gone through the mill" can fully appreciate.

"UN" HOOK.

234. (a) The "*Un*" hook may be also called the Initial *In*, *En*, *Un*, or *On*, hook, since it represents these syllables at the beginning of words. It will be better distinguished, however, by the general name "*Un* hook." (b) The *Un* hook is also spoken of as a *back hook*, since it can be written forward, backward, upward, or downward, according to the direction of the stroke on which it is written.

PREVENTS AWKWARD JOINING.

235. The *Un* hook is used in cases where the use of the stroke *N* would necessitate writing the circle either on the back side of *N* or the following curve stroke, if any. Hence we conclude:

ALWAYS FOLLOWED BY "ISS."

236. (a) Since the *Un* hook is only used to prevent the awkward writing of *Iss* between *N* and a following stroke, it

follows that this hook is used only in conjunction with *Iss*; and (b) it is written in such a manner as will throw the circle on the required side of the following stroke :

PHRASING "IN" OR "IN HIS."







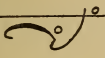













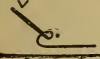



















237. The *Un* hook may be used in phrasing the words *in* or *in his* in the same manner as if used for the syllables *in*, *un*, etc. [See last line of Illustration.]

SHAPE.

238. The *Un* hook, together with that part of the circle on the opposite side of the stroke, should form a perfect *Brief Yay* or *Brief Way* sign in appearance, looking as if a brief had first been written in the direction of the stroke, and the stroke afterwards run through the center in such a manner as to form a circle with the brief as one side of same.

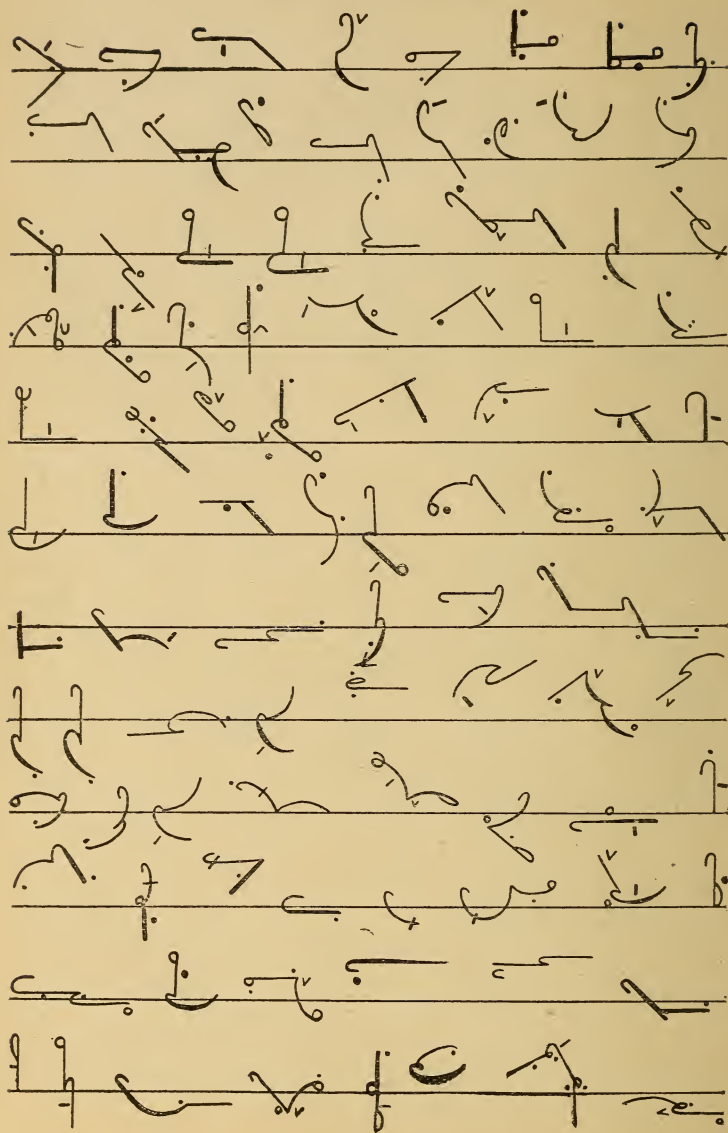
239. ILLUSTRATION— §§ 213-238.

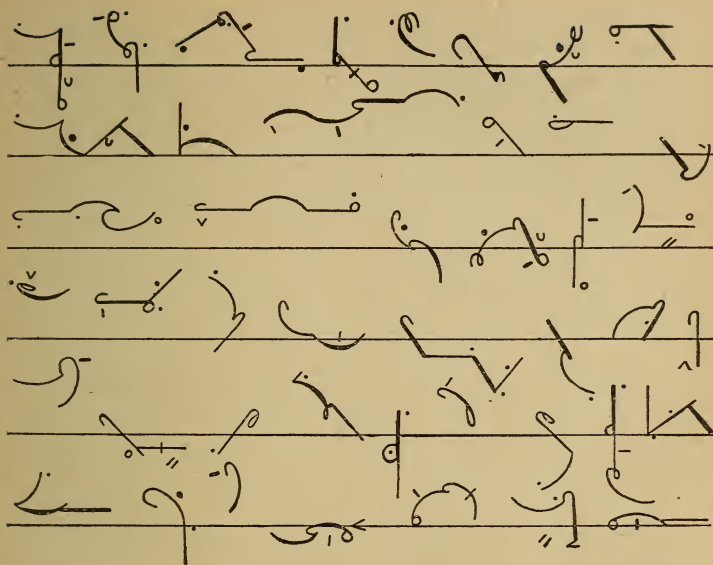
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Kr Kl	Gr Gl	Fr Fl	Vr Vl	Thr Thl	Thr Thl
Shr Shl	Zhr Zh1	Mr Ml	Nr Nl	Rel	
pray	play	eagle	glee	eager	
free	three	bother	hover	bushel	

				
barrel	Paul	paltry	pour	porter
				
mar	martial	casual	belfry	darker
				
speaker	talker	joker	stray	supper
				
stupor	sinner	designer	descry	settle
				
bicycle	rascal	gospel	frail	floor
				
Charles	unfurl	unsalable	unswayable	inscriber
				
unsettle	unscrew	insecure	unstrung	ensilage
				
in some	in selling	in securing	in his tracks	in his life

240. Direction to Student:—Copy the following exercise from the book *five times*, being careful to note the peculiar joinings, then practice until you can write it *twelve times* in *fifteen minutes*.

READING EXERCISE.





241. **Direction to Student:**—The following exercise, being quite lengthy, should be practiced by sections, that is, a certain number of lines at a time, until the whole list has been written at least *twenty times*, or until the words can be written with *perfect ease, without hesitation*, and with an average speed of at least *sixty-five words per minute*, and read back from student's notes almost as readily as so much longhand.

WRITING EXERCISE.

1. (a) **R Hook at Beginning:**—Pray, prey, prairie, prayer,
2. prank, preach, pre-arrange, prelude, premier, premium, pre-
3. occupy, prepay, prig, priggish, prim, prime, primage, primary,
4. prior, probe, probity, prolific, prong, pronged, prop, prow,
5. proxy, pry, approach, press, pressed, presser, comprised, com-
6. prises, compress, precise, oppress, oppressed, prays, praise,
7. praiser, praiseless, precarious, precautions, precious, precipice,
8. precocious, predispose, preface, prefacer, prepossess, prepos-
9. sessor, prehistoric, premise, premises, prepositive, pre-requi-
10. site, presage, preside, presume, prestige, presuppose, previous,
11. previously, price, priced, priest, priestly, proboscis, precede,

12. proceed, proceeds, process, produce, produces, profess, pro-
13. fesses, prolepsis, promise, promised, promisory, promiser, pro-
14. pose, proposed, proposal, propitious, proposer, prose, prosy,
15. prosaic, protest, prowess, provost, proximo, proximity, proxy-
16. ship, prussic, appraise, apprise, appraisal, appraiser, prison,
17. prism; **bray**, brew, brow, bribe, bridge, brag, break, brake,
18. brick, brainy, brawny, bravo, brazen, breeze, brays, brace,
19. braced, breast, breath, breathe, breakfast, brass, brier, briery,
20. brook, broom, brim, broach, Brock, brogue, breakage, breast-
21. work, brewery, bring, breech, breach, broth, browse, brisk,
22. briskness, bristle, briny, bromise, bromism, brusque, brusque-
23. ness, browser, bruise, brews, bruiser, brush, brushes, braces,
24. Breese, bruises, Brussels; **tree**, tray, eater, try, Troy, trees,
25. trace, traces, trays, traced, outer, otter, trick, trickster, track,
26. truck, trap, trip, troop, troupe, trim, tram, trespass, trestle,
27. troth, tricky, trust, trusty, Trigg, tribe, treatise, traipse,
28. tracer, tracery, trachea, trackless, tragedy, tramp, trapeze,
29. trapezium, trash, trashy, trapezoid, treaty, trellis, tremulous,
30. trespasser, tress, trey, triad, trice, trickish, trier, triennial,
31. trio, triumph, triune, trochee, trophy, tropic, trousers, trowel,
32. truckage, trudge, trump, trumpery, trumpet, trunk, trustee,
33. trustiness, trustworthy, utter, utterly, atrocious, atrophy;
34. **dray**, drays, dry, dress, dressed, dross, draws, address,
35. addressed, odor, drugs, drink, drunk, drank, drape, droop,
36. drip, drop, dream, drum, dram, drab, drag, Drake, drama,
37. draw, drawback, drawer, drawee, dreamless, dreamy, drear,
38. dreary, dreariness, dredge, dregs, drags, dresser, dressy, drip-
39. pings, drizzle, droop, drowse, drowsy, drowsiness, drub, drudge,
40. druggist, dryness, adder, adry; **etcher**; **cry**, crow, acre,
41. okre, okra, crows, crews, cross, crisis, crises, crop, crap, crape,
42. crab, crib, cream, crime, crum, cram, crony, crash, crisp,
43. crack, crag, craggy, cagginess, crake, cramp, crimp, crimper,
44. crimson, cranny, crasis, crawl, crayon, craze, crazy, craziness,
45. creek, creak, crease, Creole, creosote, cress, crest, crevice,
46. crew, cruel, crick, crier, crispy, croak, crochet, crock, crocus,
47. crook, croquet, crossness, crosswise, crotch, crouch, croup, cruci-
48. feroous, crucify, cruelty, cruise, cruiser, crusade, crush, crust,
49. crusty, crustaceous, crutch, crystal, crystallize, kruller, Christ,
50. chrism, christen, christendom, Christmas, chrome, chromo,
51. chrysalis; **gray**, agree, grease, grows, grace, graze, group,

52. grip, gripe, grape, grab, groom, gristle, grizzle, grasp, Greek,
53. growth, gracious, graceless, granny, grampus, grainy, grasp,
54. grasps, grass, grassy, gravy, grayish, grayness, greasy, greasi-
55. ness, greedy, greediness, gregarious, grim, grimness, grimly,
56. grocery, grog, grope, gross, grossly, grossness, grub, grudge,
57. gruel, grum; **shriek**, shrug, shrimp, usher, Asher, shrew,
58. shrink, shrank, shrunk, thrive, shrove, shrub, shrubby.

1. (b) **F, V, Ith and Thee Turned**:—Free, freely, fry,
2. freeze, frees, freezes, froze, frost, fray, offer, fries, frog, frisk,
3. frisky, fresco, fricassee, fresh, frame, Africa, fracas, fractious,
4. Frank, franc, frankness, freak, freeness, freshness, friar, friary,
5. Friday, friskiness, frith, fizzles, fro, frock, frosty, frostiness,
6. froth, frothy, frothiness, frouzy, frozen, phrase, frush, frustum,
7. phrased; every Avrum; thresh, thrive, throb, throw, throe,
8. throve, thrum, thrust, three, thrice, throng, thrash, author,
9. authoress, authorize, thrush, ether, authorized; either.

1. (c) **R Hook in Center**:—Pitcher, Beecher, Homer, Hebrew,
2. butcher, bother, reproach, bather, fifer, Havre, hover, editor,
3. feathery, labor, lever, Oliver, lover, liver, livery, pressure,
4. fissure, crusher, measure, roomer, rumor, roamer, reamer,
5. entry, sundry, neighbor, daughter, robber, vigor, maker, baker,
6. paper, piper, pepper, major, powder, spider, breaker, taper,
7. decrease, increase, depress, dimmer, trimmer, drummer, broker,
8. brokerage, tamer, gamer, timer, packer, skipper, microscope,
9. embrace, reapers, rubbers, ripper, joker, tucker, imbiber,
10. voyager, wager, masher, Andrew, Oscar, gaiter, gopher, butter,
11. chowder, briber, bribery, tiger, digger, dagger, badger, croaker,
12. bric-a-brac, draper, caprice, caper, trooper, minor, miner,
13. liquor, primer, pricker, trickery, deeper, dipper, retrace,
14. redress, mattress, spinner, actor, actress, sugar, generous,
15. numerous, dinner, banner, tanner, leisure, garther, Rogers,
16. slavery, cracker, poker, looker, negro, decree, smoker, brusher,
17. preacher, progress, progressive, keeper, diagram, lucre, beggar,
18. Nebraska, ascribe, censure, manœuvre, treachery, treacherous,
19. umbrella, digress, Edgar, monogram, impress, debris, ludicrous,
20. program, Quaker, jobber, archer, ledger, copper, lodger, fisher,
21. treasure, treasury, richer, sentry, snicker, vigor, decree, slipper,
22. slippery, silver, sliver, slavery, sleeper, sulphur, silvery, mover,
23. tinner.

1. (*d*) **Iss Prefixed**:—Stray, strew, setter, straw, sober,
 2. sobers, sabers, spray, spree, spry, sprays, sprees, suppers,
 3. spruce, cedar, cedars, cypress, cider, screw, sadder, suiter,
 4. seeker, screams, stretch, scrape, scrip, scrap, strap, strip,
 5. stream, struggle, soberly, scratch, scratchy, streak, strike,
 6. stroke, struck, sacrifice, sacrificed, screech, scramble, sprawl,
 7. scrawny, Scruggs, scrub, scrimp, sprig, strong, string, strung,
 8. sinner, signer, consignor, sooner, secresy, scrubby, stroll, scrib,
 9. stoker, striker, streamer, strutter, stripper, stretcher, sprung,
 10. soberness, scrawl, scroll, strainer, strapper, strata, scribe,
 11. Scribner, scrag, scraggy, scragginess, scraper, scratches,
 12. spring, sprang, springy, strawberry, strength, streak, stren-
 13. uous, stringy, stripe.

1. (*e*) **Steh Prefixed**:—Stouter, stopper, stutter, stacker,
 2. stagger, staker, stager, stitcher, stupor, stabber, stocker,
 3. steeper, Steiger, stepper, sticker, stoker.

1. (*f*) **L Hook at Beginning**:—Plea, play, plow, ply, apple,
 2. comply, placid, plague, plagiarize, plagiarism, pleas, please,
 3. plays, plows, place, plasterer, Plato, Platonist, blue, blew, play-
 4. house, pleased, placed, places, plaster, blow, able, blaze, blazes,
 5. black, blackish, blouse, blame, blameless, bliss, bless, blesses,
 6. blessed, blaspheme, blank, blister, blasphemer, blusters,
 7. blasts, blacker blabber, blubber, blackberry, bluster, blast,
 8. blaster, addle, blatter, blazon, bleach, bleaches, blink, blemish,
 9. blithe, block-head, clay, clap, clip, club, close, cloister, cluster,
 10. Cloe, closes, closed, clash, clasp, claim, climax, cloth, clothe,
 11. climb, clamp, clump, clam, clubs, clothes, clasps, Clady, cloudy,
 12. Clawson, gloomy, glass, glassy, glasses, eagle, glee, Ogles,
 13. Oglevie, glow, glucose, glaze, glazed, glimpse, glassware, glue,
 14. gloss, glib, glacier, glacious, glows, gleam, globe, glimmer,
 15. Glady, Glick, glory, glorious, glossary, realm (see § 168), relieve
 16. (see § 217), flee, flea, fly, flaw, awful, flue, flew, flow, flows,
 17. flies, fleas, flip flop, flap, flabby, fleece, fleeced, phlegm, flam,
 18. flimsy, flail, flag, flake, flagship, flash, fiang, fling, flung, flame,
 19. flange, flashy, flavor, flax, flaxen, fleam, fleecy, flesh, Flemish,
 20. Fletcher, fleshy, flicker, flock, fluffy, flush, flurry, fluster,
 21. flytrap, evil, oval, evils, Ethel.

1. (*g*) **L Hook in Center**:—Bible, bubble, deeply, playful,
 2. stable, trickle, trouble, dapple, struggle, travel, shovel, fulfill,

3. briskly, physical, fiscal, develop, initial, bushel, official, tickle,
4. tackle, trifle, local, likely, unlikely, cable, nickle, Nichol,
5. Naples, noble, tunnel, nibble, feeble, foible, fable, affable, wrig-
6. gle, kennel, cackle, pickle, swayable, desirable, title, final, tum-
7. ble, ramble, nimble, channel, camel, pupil, thimble, unable,
8. babble, Mabel, Mobile, label, reply, ripple, ladle, employ, imply,
9. radical, spiral, laurel, Murrell, payable, buckle, quickly, panel,
10. reclaim, enclose, uncle, ankle, angle, angel, criminal, tattle,
11. maple, single, couple, simple, symbol, bugle, bevel, baffle,
12. amiable, prickly, gable, gobble, topple, stumble, table, double,
13. soluble, shuffle, thickly, rebel, legal, shuttle, lawful, unlawful,
14. allowable, emblem, vehicle, oracle, horrible, ennoble, diploma,
15. legalize, tripple, chapel, youthful, level, giggle, ethical, visual,
16. casual, jingle, jungle, faithful, rumble, shingle, dissemble,
17. inviolable, fickle, tippie, dimple, scruple, proclaim, reclaim,
18. scribble, sprinkle, strangle, pebble, stubble, resemble, vocal,
19. implicit, assemble, assembly, circle, declaim, novel, novelty,
20. inflame, inflammable, mingle, tenable, syllable, variable, total,
21. technical, tangle, amicable, devil, invariable, despicable,
22. pliable, miserable, entitle, revival, survival, libel, liable,
23. audible, admirable, terrible, sociable.

1. (*h*) **Iss Prefixed:**—Splice, spliced, saddle, saddles, civil
2. civilize, safely, cycle, sickly, sickle, supply, supplies, satchel,
3. settle, satchels, spleeny, settles, civilized, splash, splashy.
4. supple, suppleness, splashes, splasher.

1. (*i*) **Iss and Initial Hook in Center:**—bicycle, tasker,
2. Jasper, tricycle, prescribe, subscribe, subscriber, prescriber,
3. mouse-trap, mystery, mastery, sunstroke, besieger, descry,
4. prosper, destroy, pastry, bow-string, disaster, disastrous, dis-
5. suader, physical, visible, plausible, supposable, massacre,
6. disgrace, taxidermy, illustrious, lustrous, boisterous, disclose,
7. classical, traceable, peaceful, blissful, phthisical, display, dis-
8. place, displays, passable, distrustful, boastful, whisper, dis-
9. please, displeasing, orchestra, disciple, feasible, abstruse,
10. noticeable, outstretch, disclosing, rascal, taxable, gospel,
11. gastric, appeasable, disable, disagree, superscribe, musical,
12. whimsical, dishonor, distress, distressed, preposterous, dis-
13. courteous, sophistry, gossamer, listener, passover, prisoner,
14. designer, reciprocal, tapestry, dexterous, extra, extreme,
15. rostrum, presager, industry, industrious.

1. (*j*) **Vowel Between:**—Fall, call (See § 220), coal, cool,
2. school, church, mere, more, gore, Thursday, vulgar, sharp,
3. shark, shirk, Turkey, recur, recurs, recourse, parlies, paralyze,
4. park, engineer, partial, portray, term, gainer, Norwood,
5. Shirley, north, pioneer, journey, college, courage, journal,
6. burst, requires, dark, feel (See § 218), fill, fail, fell, cigar,
7. share, follow, course, coarse, curse, torch, cargo, purchase,
8. fool, qualify, barber, procure, cure, endure, secure, marvel,
9. firm, farm, core, charm, fork, skill, scale, Parker, disperse,
10. prevail, ignore, coarsely, martial, canal, animal, penal, parson,
11. paltry, tartar, jerk, belfry, pilfer.

1. (*k*) **Enlarged Hooks:**—April, trial, trail, control, crawl,
2. droll, broil, broiler, prowl, prowler, frail, frailty, thrill, trill,
3. drill, snarl, Charles, Charleston, lustral, moral, immoral,
4. funeral, mongrel, frill, Charlotte, mackerel, pickerel, liberal,
5. doggerel, illiberal, corporal, enthrall, shrill, shriller, furl,
6. unfurl, prolong, girl, girlish, terrestrial, orchestral, nostril,
7. timbrel, pastoral, Cathedral, industrial, vigoral, Cottril, Ovrrel,
8. grill; **poplar**, deplore, explore, explorers, implore, floor,
9. flower, flour, flare, clerk, clerical, clear, clearness, color,
10. colorless, coaler, advalorem, saddler, angular, angler, gambler,
11. giggler, leveler, muffler, snuffler, modeler, stickler, tickler,
12. juggler, bugler, jugular, Florence, Clarence, Blair, Fuller,
13. fiddler, feeble, Florida, flourish, flourisher, rippler, tippler,
14. settler, scholar, secular, abler, blare, babbler, trifier, nobler,
15. clairvoyance, cobbler, gobbler, traveler, straggler, glare,
16. shoveler, shuffler, triangular, scuffer, shingler, mingler, jum-
17. bler, bachelor, rambler, teetotaler, clergy, tolerable, tabular,
18. ocular, tattler, warbler, tumbler, nimble, nibbler, scribbler,
19. quibbler, struggler, declare, muscular, smuggler, implorer,
20. mangler, strangler, sprinkler.

1. (*l*) **Initial Un, In, and En, Hook:**—Unscrew, unstruck,
2. unsprung, unscrupulous, unsalable, unseal, unsociable, unsul-
3. lied, unsuppressed, unswung, unslacked, unsling, unsuice,
4. unswayable, unstring, unstrung, unsettle, unsaddle, uncivil,
5. uncivilized, unsuppressible, unceremonious, unceremoniously,
6. unseam, unseeming, unseemly, unseemliness, unsurmised,
7. unsympathy, unsisterly, unsizable, unsleek, unslumberous,
8. unsmooth, unsly, unsober, unstrong, unsupple, unsyllogistical,
9. unsymbolic, unsalaried, unsympathizing, inscribe, inscriber,

10. inscribable, insecure, insatiable, insole, insuperable, instruc-
11. tress, inseparable, insular, insoluble, insecurity, insomnia,
12. insomious, insalubrious, insalubrity, insalutary, insecurable,
13. inseparably, insolvable, ensilage, enslave, enslaver, enslaves,
14. enscale, enscroll.

1. (m) **Contrast** [$\frac{1}{2}$ 217]: Paul, paltry; bell, belfry; mar, mar-
2. tyr; par, parley, parson, Parker, park, parcel; tar, tartar; pill,
3. pilfer, pilgrim; mill, Miller (Ml-Ray); bar, barber, barker;
4. tore, turkey; pore, porter, pork; jar, jerk; myrrh, mirth,
5. roomer, glimmer, numerous (N-Mrs.).

1. (n) **Contrast**:—Trouble, terrible; traitor, territory; brow,
2. borrow; blaze, bales; ply, pile; prose, pores; please, peals;
3. fly, file; tree, tear; draw, door; plays, palace; animal,
4. malady (M-Lay-D).


242. **Direction to Student**:—(a) Same as for previous exercise. (b) All words printed in italics are to be written with an enlarged hook.


WRITING EXERCISE—ENLARGED HOOKS.


1. A-frail girl with many-frills came to-see-the corporal's-drills. 2. Clarence and Florence Blair came to Charleston (CHrlst⁴ N) last April to see their (Thr²) uncle, Mr.-(Mr¹) Charles Carlton, who-is a-peddler of-mackerel and pickerel. 3. The popular angler from-Florida is-a bachelor. 4. The saddler's clerk, the colored juggler, the young-bugler, the fiddler and-the cobbler are all gamblers and-tippers. 5. Tattlers and-gigglers are deplorable triflers. 6. Travelers say poplar-trees flourish at Charleston and-Charlotville. 7. The new settler is-an abler-scholar, but less-muscular. 8. It-is-a tolerably clear-day. 9. Stragglers, smugglers, and-scribblers are-prowling: the cathedral in-search of orchestral relics. 10. The sweet warbler who-sings with so much clearness of voice, declares herself a-poor Rambler. 11. The liberal explorer belongs (Bls¹) to-the (Poid⁴) Industrial League. 12. Flora sits on-the floor and-plays with her flowers. 13. The girlish lady from-(Fr²) Colorado writes much doggerel on "meddlers and-peddlers." 14. Clara Clark recites "The Cobbler and-the Gobbler." 15. The liberal coaler has heavy ad-valor-em to-pay. 16. I-implore-you to-address-the clergy and-ask-them to-unfurl-the banner.


243. **Direction to Student**:—(a) Make ten copies of the following list of signs, in column form, calling aloud each sign and the word or words it represents. (b) Direction a may be repeated as many times as necessary in order to thoroughly familiarize the signs, after which they should be studied by using them in sentences.


INITIAL, HOOK AND OTHER WORDSIGNS.

 appear, proper


 principle, -al


 practice, -al

 express


 surprise


 liberty


 member, remember


 number, brother


 truth


 attract, -ed


 doctor


 direct, -ed, dear

 during


 which are


 danger


 larger


 correct, -ed


 care


 carry, cure


 degree


 form, -ed
[Ray¹-Fr, *reform*, N-Fr¹,
inform, etc. See §155, e.]


 from

 for our


 over


 every, very


 favor


 they are, there, -ir


 other

 sure [SHr³, *assure.*]

 pleasure


 Mr., mere, remark, -ed

 more [218]


 near, nor [218]


 manner


 owner


 nearly


 merely


 people, -ed


 apply


 belong, -ed


 believe, -ed


 tell, till


 at all


 at least

 at last


 deliver, -ed


 children


 call, equal [Kls¹, *equalize*]


 difficult, -y


 real, -y [Rels¹, *realize*, 155, c]

 relate, -ed, -ive, -ion


 rule, -ed [Rel-Ray, *ruler*]


 feel, fill, follow

 full, fell, fail [Flr² *failure*]


 fully


 value


 million


 family

 only

 annual


 nothing


 knowledge


 acknowledge


 regular, -ly, -ity


 irregular, -ly, -ity


 peculiar, -ly, -ity


 familiar, -ly, -ity


 represent, -ed


 refer, -ed, -ence


 capable, -y, -ity


 disadvantage [Ds³-Chay,
discharge, etc. § 155, e]


 speak, superior, -ly, -ity


 expect, -ed, -ation

 special, -ly

 satisfy, -ed, -tory, -torily

 exist, -ed, system

 United States [Nses¹-K,
U. S. of America]

 necessary, -ly

244. Direction to Student:—The following illustrative sentences should be practiced until you can write the whole or any part of them at the rate of *eighty-five words per minute*.

WRITING EXERCISE.

1. Does-your brother remember-the number of members at Liberty Church? 2. They fail to apply-the principles when practicing. 3. Near-the larger door sits Dr. Black and-Mr.-Sparks. 4. There-was difficulty in-securing full value for those peculiar things. 5. Their pleasure is ours. 6. I-am-sure they-will make-the delivery to-the owners in a-manner which-will-be satisfactory. 7. At least a-million people have at-last realized-(Rl1st¹) the true value and-superiority of-this-process. 8. We-have-your favor of-the-first instant (*Poid-Steh-Nst*, omitting *the*). 9. They-are-exercising much care with-the valuable treasure. 10. Please tell-me the real value of-the rule relative to-the degree of heat necessary for-the purpose. 11. "There-are others," remarked Mr. Moore, with remarkable emphasis. 12. We-will call-you over during-the-day. 13. "Deliver-us (see § 197) from-evil" (Vl). 14. Surely he-shall deliver thee from-the snare (sNr) of-the fowler. 15. The blacksmith's brawny arm broke-the blow of-the hammer as it fell. 16. Take care lest you fall a-prey to-the dangerous (Jrs²) and-cruel-oppressor. 17. Remember you-must work bravely if-you-would-win-the promised-prize (§ 135). 18. We-will-travel through-the dreary and-trackless forest, and-cross-the-clear and-placid stream, over-which there-is-no-bridge. 19. Few people appear to remember-the principle, "Practice what-you-preach." 20. Liberty is very dear to every-one. 21. Bring-the-broom to-brush up-the dirty-floor. 22. If-the Principal will apply-the principle in a-proper manner, he-may correct many-evils. 23. It-is difficult to direct-the work of-the children in all their-classes. 24. Mr.-Drake addressed-the members of-the club. 25. Your mere-presence during trial (Trl¹) gives-us pleasure. 26. The peculiar odor of-the drug was-the cause of-the drowsiness which-came over-the people there. 27. He-may-draw-the trickster into-the trap, for-he, himself, is very-tricky. 28. The unscrupulous tramp who forced his way into-the-house, bore-traces of-strong drink and-crime in-his-manner (Un hook). 29. Mr.-Trigg, the popular-grocery drummer, will make his annual-trip to-Buffalo (B-F1) in-April. 30. The manner and-approach of-the instructress was very unceremonious. 31. The rose climbs on-the

trellis, and-the ivy trails along-the grassy-walk. 32. We hear-the drum and-see-the troops pass by-the door, as-they come in-triumph from-the-fierce and-bloody conflict. 33. The soldier, with gray hair and-grim visage, remembers-the struggle for liberty.

CHAPTER XV.

FINAL HOOKS.

"N" AND "F" HOOKS.

245. (a) The *N* hook is a small final hook written on the *R* hook side of all straight strokes and on the concave side of all curved strokes.

(b) The *F* hook is a small final hook on the *L* hook side of straight strokes (opposite the *N* hook), curved strokes not taking this hook.

(c) The *F* hook is also a *V* hook, but for simplicity and brevity it is called in this book simply "*F* hook" instead of "*F* or *V* hook."

ORDER OF READING.

246. (a) The *F* and *N* hooks, unlike the *R* and *L* hooks, are read after the last vowel on the stroke; in other words, *final*, or last, unless followed by a circle, in which case the circle is read last; hence,

(b) When a final hook is used, the consonant represented by the hook has no vowel after it; hence,

(c) In outlining words which end in *n*, *f*, or *v*, or *ns*, *fs*, or *vs*, the hooks should be used, provided the use of same does not cause a bad joining or tedious outline.

CIRCLES AND LOOPS ADDED.

247. (a) The *N* hook may be closed on straight strokes to add *Iss*, *Ses*, *Steh*, or *Ster* on the same principle as explained in § 227 relative to the *R* hook.

(b) If an *N* hook which has been closed to add a circle, be followed by another straight stroke, the *N* hook is then lost,

because when *Iss* is used between straight strokes in *different* directions, it is written on the outside of the angle, and because

(c) A circle written on the *N* hook side between two straight strokes in the *same* direction throws the hook to the second stroke, hence makes of it an *R* hook, as in *destroy*, *excrescence*, *distrust*, *distress*, etc., *density* being written "D-Ns-T," etc.

(d) A few words, such as *Johnson*, *Benson*, *responsive*, *Townsend*, *transcend*, etc., may be written by placing the circle on the outside of the angle between straight and curved strokes because this is the unnatural joining for the circle, and hence indicates that it has been so placed to show the presence of the *N* hook.

248. *Iss* may be written inside of the *F* hook. [See § 230, relative to writing *Iss* inside of the *L* hook, and apply the same to the *F* hook.]

TIVE AND SHON HOOKS.

249. (a) A large final hook on the *N* hook side of straight strokes represents the syllable *tive*. This hook is not used on curves.

(b) A large final hook opposite the *Tive* hook on straight strokes and on the concave side of curved strokes is the *Shon* hook. This hook represents the much-used syllables *tion*, *sion*, *cion*, *shion*, *tian*, *sian*, *cian*, *zhon*, *zhan*, etc., as in *motion*, *passion*, *fashion*, *magician*, *artesian*, *fusion*, *Ephesians*, etc.

ONLY "ISS" ADDED.

250. *Iss* only is added to the *Tive* and *Shon* hooks by writing the circle inside the hooks.

"ESHON" HOOK.

251. When the syllable *shon*, *zhon*, or *zhan*, etc., is preceded by a vowel which is preceded by the sound of *s* or *z*, it is expressed by a small hook run through the stroke to the opposite side from that which the circle occupies. (b) The name of this hook, independent of the circle, is *eshon*, that is, the little hook itself has two syllables, the first being a vowel, the second, *shon*; hence it follows that (c) any stroke containing an *Eshon* hook contains at least three syllables, the hook representing two, and the circle and stroke representing at least one.

"ESHON" HOOK VOCALIZED.

252. The *Eshon* hook may be vocalized by placing a vowel or brief sign beside it, putting the vowel on the left if heavy and on the right if light, though in practical work this is rarely, if at all, necessary.

SHAPE OF "ESHON" HOOK.

253. Read what is said of the shape of the *Un* hook in § 238 and apply same to the *Eshon* hook.

REMARKS TO THE STUDENT.

254. It is of the greatest importance that the utmost care be exercised in the formation of hooks, circles, etc., and the student who is careless enough to make an *Eshon* hook resemble the stroke *M*, for example, or who is careless in other ways concerning the forms and appearance of his characters, will save time and disappointment by dropping the study of shorthand immediately. The eagerness to acquire speed should not be uppermost in the study and practice of shorthand. [§§ 33, *b*; 35; 81, *b*.]

NOMENCLATURE.

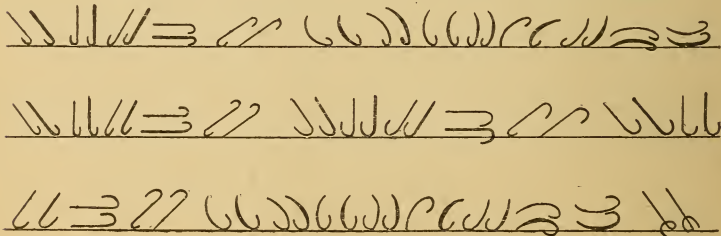
255. (*a*) The *N* and *F* hooks coalesce with the stroke on which they are placed on all strokes except *S*, *Imp*, and *Ing*; hence any stroke, except the three just mentioned, which has an *N* or an *F* hook, should be pronounced in one syllable.

(*b*) The following are the names of a few of the strokes containing these hooks: Pen, Pef, Jen, Jef, Fen, Then, **Then**, Wayn, e*Sen*, Im*pen*, In*gen*, etc.

(*c*) It is evident that the hooks *Tive* and *Shon*, as well as *Eshon* can not coalesce with the strokes; however there is no disadvantage in this, since they represent separate syllables wherever they are used.

256. ILLUSTRATION—§§ 245-255.

"N, F OR V," "TIVE" AND "SHON" HOOKS.



pen penny open spun cuff rave

opens dunce loans summons strives raves

condense condensed condenses punster convince convinced

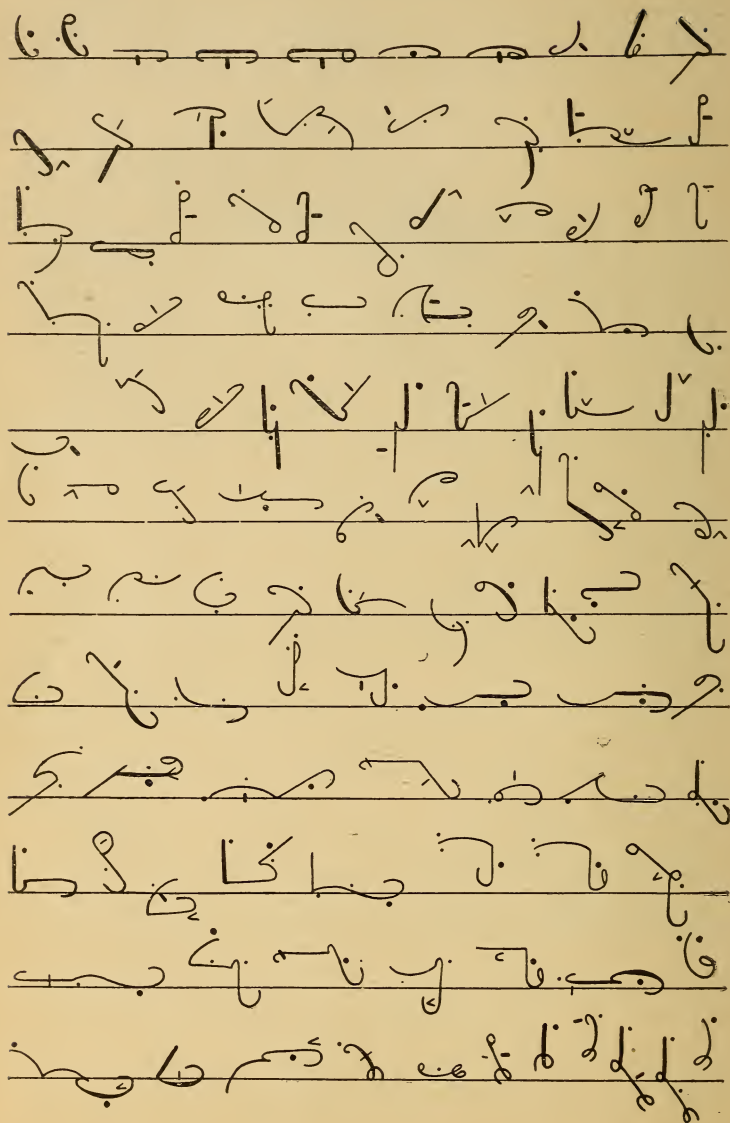
strange panic driver coffer convenience combative

sedatives native nation national missionary suction

succession position compensation sensational cessation associations


257.


READING EXERCISE.





258.


FINAL, HOOK WORD SIGNS.


 upon


 happen


 explain

 experience


 happiness


 to have been


 taken


 at once


 denominate, -ed, -ion

 religion

 general, -y


 imagine


 can, question


 begin

 begun, again


 began


 often, phonography

 have been


 herein


 within


 learn


 men, morning


 man


 may have been


 perfect


 professor, prove


 approve


 before


 belief


 whatever


 out of


 truthful-ly


 attractive


 derive


 differ,-ed,-ence


 advance,-ed


 whichever


 cover


 govern,-ed


 position


 possession


 transaction


 accession


 accusation


 organization, [Gnst, organized. § 155, e]


 perfection

 operation











 oppression

 expression

 separation

 suppression

 exception

	objection		operative
	exhibition		objective
	subjection		subjective
	imagination		imaginative
	exaction		unimaginative

259. **Direction to Student:**—In asking you to write an exercise like this, it is not always practicable to designate a certain number of times for it to be written, because of its great length ; yet you should not be in a hurry to pass it, for the words are common-place, every-day words, with which you ought to become familiar. Hence, you should write the exercise over at least three times before leaving it; and some of the smaller divisions, especially the **contrasts**, should be written *many* more times.

WRITING EXERCISE.

1. (a) **N Hook:**—Pane, pain, pone, pun, pen, pin, pine, pawn,
2. pan, open, spoon, spin, spun, spawn, plan, plain, plane, bane,
3. bean, Ben, been, combine, bin, boon, bone, bun, Blaine, Spain,
4. beckon, beacon, bacon, brain, blown, bran, brown, brawn, be-
5. moan, blacken, obtain, bobbin, brine, complain, spleen, sprain,
6. prune, zone, scan, convene, van, kine, eaten, widen, stamen,
7. seven, nine, eleven, impugn, tin, tone, ton, ten, tan, town, tune,
8. yarn, sheen, Maine, mane, down, dine, dean, contain, dawn,
9. Dane, deign, Dunn, done, cone, oaken, Dan, gin, Jane, June,
10. Eugene, chin, join, gown, weapon, swoon, stern, fern, waken,
11. swan, wagon, serene, woven, remain, Loraine, Roman, Romine,
12. Solomon, chain, coin, keen, kin, cane, cone, coon, widen,
13. Sweden, kitchen, gone, gain, gun, rain, rein, reign, arraign,
14. run, ran, Rhine, Rhone, roan, wren, fine, fawn, fain, feign,

15. confine, fun, fan, fin, shaken, button, mutton, bitten, smitten,
16. pardon, enliven, slacken, hen, hewn, hone, Simon, reclean,
17. wooden, cabin, weaken, Lynn, woman, sardine, women, tureen,
18. domain, abstain, chaplain, pagan, deepen, sharpen, sirloin,
19. melon, clergyman, recline, vine, convene, vain, vein, van,
20. oven, thin, then, thine, than, lane, lain, lone, lean, attain,
21. worn, sworn, slain, saline, saloon, unclean, restrain, dea-
22. con, enthrone, incline, loin, lawn, line, mean, mine, moan,
23. moon, nine, none, nun, noon, noun, horn, refine, ravine, raven,
24. stone, stun, soften, skin, iron, urn, earn, skein, sicken, sudden,
25. Satan, stain, satin, sustain, disdain, moreen, sateen, engine,
26. regain, train, drain, drone, drown, glean, clean, green, crown,
27. clown, grown, groan, flown, shrine, swain, discipline, decline,
28. Mormon, Norman, linen, muslin, mullein, Warren, malign,
29. marine, turban, crane, careen, shine, session, shown, shone,
30. ocean, frown, throne, thrown, strain, screen, clan, Saturn,
31. violin, pigeon, stolen, swollen, orphan, barren, glen, repine,
32. ripen, demean, demon, canine, feline, equine, refrain,
33. Alpine, tribune, region, renown, famine, African, lemon, sum-
34. mon, sadden, foreign, camphene, tine, Julian, German,
35. Nathan, Josephine, Lillian.

1. (b) **Contrast**:—Pen, penny; Ben, Benny; Jane, Janie;
2. mean, Minnie; moon, money; main, many; ten, Tennie;
3. lean, Lena; brown, brownie; brain, brainy; rain, rainy; kin,
4. Kinney; dine, Dinah; coon, Cooney; fin, finny; fun, funny;
5. bone, bony; bun, Bunnie; tone, tony; van, avenue; chin,
6. China; fan, Fanny; Nan, Nannie; horn, horny; brawn,
7. brawny; brine, briny; green, greenie; clown, Clony; pone,
8. pony; tin, tiny.

1. (c) **N Hook in Center**:—candy, fancy, frenzy, clownish,
2. Monday, finish, geranium, staunch, Amanda, diminish,
3. branch, trench, retrench, admonish, manish, bunch, canopy,
4. punch, Dante, plenty, brandy, panic, finery, dandy, dominion,
5. demeanor, mechanic, maniac, pre-eminence, minimum, dimin-
6. ish, amanuensis, linen, quinsy, maligner, spinner, strange,
7. brownish, burnish, tandem, nunnery, banjo, bench, coinage,
8. sponge, tinge, pinch, fringe, vanish, Spanish, finance,
9. finances, penance, denounce, denounces, conic, synonym, de-
10. nounced, vacancy, drench, dainty, volcanic, foreigner, French,
11. banish, Blanche, Benjamin, clinch, Henry, plunge, expunge,

12. lonely, cleanly, monopolize, almanac, clemency, moonshine,
13. moonshiner, bounty, minute, thinness, venom, liner, linear,
14. minutely, Browning, planet, heathenish, thinner, vainer, in-
15. fringe, monarch, economy, clinic, stanza, unanimous, piquancy,
16. granary, lonely, loneliness, orange, openness, keen-eyed,
17. mariner, serenely, lemonade, pancake, rainbow, gainer, Dan-
18. ish, cronic, milliner, varnish.

1. (*d*) **Iss, Ses, Steh, and Ster Added on Straight Strokes.**

2. **Iss:**—pains, panes, chains, drains, beans, gleans, declines,
3. reclines, inclines, coins, brains, tureens, glance, prance,
4. joins, Atkins, Jones, John's, runs, rinse, dunce, dance, bounce,
5. trains, plains, planes, plans, cleans, tons, tones, tunes, duns,
6. combines, complains, prince, ripens, guns, gains, tans, coons,
7. cans, towns, rains, clowns, chins, pines, pawns, gins, drowns,
8. strains, impugns, screens, sprains, restrains, groans, grains,
9. groins, grins, dines, dense, dens, condense, cleanse, cheapens,
10. sustains, suspense, repines, response, opens, stones, stuns,
11. drones, crones, hones, pones, bones, cyclones.

1. (*e*) **Ses:**—prances, princes, princess, dances, glances,
2. Joneses, residences, semblances, resemblances, instances,
3. bounces, pounces, cadences, chances, dunces, tenses, entrances,
4. dispenses, distances, condenses, resistances, Kansas, rinses,
5. pretenses, responses, Atkinses.

1. (*f*) **Steh:**—danced, condensed, against, rinsed, chanced,
2. cleansed, glanced, canst, pranced, distanced, dispensed,
3. pounced, bounced, trounced, jounced, entranced, bronzed,
4. instanced.

1. (*g*) **Ster:**—punster, spinster, punsters, spinsters, De Kenster.

1. (*h*) **Iss Added on Curves:**—fines, vines, confines, con-
2. venes, vanes, vans, moans, moons, lines, leans, loans, lens,
3. lanes, mines, Collins, means, bemoans, demons, refines, ravens,
4. fins, fans, remains, canines, domains, felines, shines, urns,
5. earns, irons, nuns, horns, ovens, thins, feigns, fanes, fains,
6. mince, frowns, thence, convince, melons, ravines, refrains,
7. lance, zones, thorns, thrones, oceans, Athens, stamens.

1. (*i*) **Contrast:**—peas, pins; bees, bins; does, dunce; toes,
2. tones; tusk, tons; tease, teens; enclose, inclines; bows,
3. boons; brays, brains; doses, condenses; trays, trains; task,

4. tans; pies, pines; plays, plains; drays, drains; cheese, chins;
5. chase, chains; grows, groans; grace, grains; dies, disk, dines;
6. wags, wagons; complies, complains; guest, against; case,
7. canes; pays, pains; contest, condensed; wrist, rinsed; poster,
8. punster; choosed, chanced; boost, bounced; fence, fenced;
9. convince, convinced; mince, minced.

1. (*j*) **F Hook**:—Puff, tough, rough, ruff, roof, crave, cove,
2. cave, gave, trough, cough, buff, beef, brief, dove, dive, strife,
3. surf, serve, skiff, calf, Dave, deaf, bluff, cleave, glove, cliff,
4. clove, rave, rove, achieve, native, motive, octave, chaff, hoof,
5. scarf, sensitive, mastiff, chief, Jeff, Jove, drive, drove, contrive,
6. stuff, cliff, huff, strive, strove, pave, grave, lithograph, brave,
7. heave, hive, bereave, gulf, reef, stove, primitive, staff, stave,
8. stiff, clef, gruff, behave, behoof, swerve, doff, approve, arrive,
9. grove, grieve, grief, cuff.

1. (*k*) **Iss added to F Hook**:—Contrives, groves, strives,
2. strifes, skiffs, caves, cuffs, doves, toughs, roves, roofs, beeves,
3. bluffs, coughs, puffs, natives, dives, cliffs, cleaves troughs,
4. chiefs, achieves, raves, reprieves, drives, reproves, droves,
5. motives, heaves, hives, doffs, approves, cloves, arrives, grieves,
6. briefs, Reeves, staffs, reefs.

1. (*l*) **Contrast**:—Cough, coffee; tough, taffy; beef, beefy;
2. deaf, defy; chaff, Chafee; dives, devise; Dave's, deface;
3. grieves, grievous.

1. (*m*) **F Hook in Center**:—David, deference, clover, cleaver,
2. rover, rougher, roofless, river, diver, referee, reverse, quaver,
3. beaver, beverage, quiver, tougher, defer, prefer, proffer, briefer,
4. devout, devoid, devote, divide, defeat, devotee, extravagance,
5. hover, reveal, devour, gruffly, typhoid, outfit, preference,
6. scuffle, Jefferson, driver, drover, cover, uncover, rival, prefer-
- ences, preferable, adverse, deviate, divine, Stephen, provoke,
8. rifle, revelry, proverb, adverb, arrival, contrivance, define,
9. deafen, proven, juvenile, cloven, advocacy, defense, deafens,
10. defines, deafness, telephone, engraver, cavalry, prophecy,
11. province, provincial, endeavor, endeavorer, profane, profanity,
12. typhoon, befcg, cavern, bravery, toughen.

1. (*n*) **Tive Hook**:—Connective, active, deceptive, talkative,
2. repletive, adjectives, elective, receptive, retractive, excitatives,
3. preceptive, perceptive, perspective, combative, captive, dative,

4. activity, imitative, illustrative, creative, provocative, corrob-
5. orative, notative, fugitive, collective, ineffective, ineffective-
6. ness, sedative, negatives, intuitive, suffocative, susceptible,
7. comparative, restoratives (Rays-T-Raylives), suppurative,
8. talkativeness, recreative, constitutive, refractive, effective,
9. effectiveness, sportive, sportiveness, cogitative, commemor-
10. ative, probative, regulative (as though *reg'lative*), vocative,
11. communicative, nutritive, combativeness, corporative, oper-
12. ative, desiccative, tractive, desecrative, defective, secretive,
13. putative, corruptive, consecutive, consecutiveness, putrefactive,
14. afflictive, decorative (D-Krtive), purgative, figurative (F-Gr-
15. tive), inactive, inactivity, prerogative (Pr-Ray-Gtive), lucra-
16. tive, reparative, retributive, rotative, infective, invective.

1. (o) **Shon Hook**:—Option, portion, condition, passion,
2. auction, caution, auctioneer (Kshon-Ray), cautionary, consti-
3. tution, creation, motion, emotion, mission, omission, emission,
4. plantation, resignation, exhilaration (Gs-Lay-Rayshon), sub-
5. traction, division, fraction, section, education, educational,
6. rations, rational, missionary (Mshon-Ray), passions, action,
7. unction, function, completion, operation (as though *op'ration*),
8. separation, suppurations, expiration, prevarication (Prf-Ray-
9. Kshon), consumption, sectional, connection, conclusion, occa-
10. sion, occasions, fashion, fusion, fashions, determination, com-
11. plication, confirmation, fumigation, constellation, exploration
12. (omitting *a*), calculation (as though *calc'lation*), navigation,
13. vegetation, superstition, contraction, contention, admiration,
14. (D-M-Rayshon), vacation, instigation, perdition, consideration,
15. extermination (may omit *K*), exoneration (Gs-Nrshon), medi-
16. ation, observation, reservation (Rays-Ray-Vshon), preserva-
17. tion, portion (P-Ray-shon), corporation, incorporation, circu-
18. lation (sRay-Klshon), condonation, conglomeration (con: Gl-
19. Mrshon), procrastination, subscription (may omit *P*), contam-
20. ination, oration, national, nation, lotion, omissions, radiation,
21. Grecian, seclusion, allusion, vision, visionary, aversion, conver-
22. sion, notation, nationality, inundation, invocation, invention
23. (may contract to N-Vshon), repudiation, culmination, invita-
24. tion, injection, inflation, geometrician, intuition, incursion,
25. incorruption, secretion, mathematician, electrician, gyration,
26. suction, suasion, negation, navigation, munition, ministration,
27. accommodation, depredations, fermentation, patience, tuition,

28. derision, consecration, sanction, imitation, donation, diction,
29. dictionary, irritation (§ 41, *b*), irrational, adoption, explosion,
30. friction, infection, junction, occupation, dissection, discussion,
31. depression, desperation (*desp'ration*), declamation, definition,
32. designation, isolation, edition, deception, dissolution, dissipa-
33. tion, conviction, infusion, election, electioneer, disapprobation,
34. dissension, exclamation (contract to sKl-Mshon), pension,
35. resolution, salutation, reflection, visitation, consummation, elo-
36. cution, location, petition, petitions, petitionary, intrusion, nutri-
37. tion, faction, fiction, substitution (sBs-Tshon, § 135, *a*), vocation,
38. avocation, ignition, collection, vaccination, population, aboli-
39. tion, ascension, descension, consternation, condescension, ani-
40. mation, emanation, quotation, volition, violation, profession,
41. profusion, provision, provisional, elongation, exultation, expor-
42. tation, probation, approbation (3d pos. for distinction), recrim-
43. ination, distribution, confession, attrition, renovation (Ray-N-
44. Vshon), litigation, devastation, convention, station, stationary,
45. inebriation, variation, agitation, conception, afflation, decora-
46. tion (*dec'ration*), Hessian, sectional, prescription (*prescri'tion*),
47. stimulation, prosecution, evolution, involution, supervision,
48. remuneration, accumulation, communication, illumination,
49. extension, condemnation, erection, assertion (S-Rayshon),
50. reception, re-invasion, emulation, innovation, spoliation, pal-
51. liation, evasion, invasion, abomination, continuation, ammu-
52. nition, dimension, celebration, discrimination, perpetration,
53. admission, Ephesians, elevation, remission, abbreviation, priva-
54. tion, restriction (may omit *K*), solution, restitution, projection,
55. execration, coöperation, logician, occasional, affliction, inscrip-
56. tion, limitation, locomotion, repetition, selection, amputation,
57. veneration, aggregation, dictation, coalition, inflammation,
58. ovation, benefaction, alleviation, exclusion, notion, notions,
59. elaboration, sustentation, legislation, consolation, devotion,
60. devotional, emigration, impression, foundation, presumption,
61. submission, acclamation, acclimation, assassination, delusion,
62. exertion, prevention, progression, expedition, revision, digres-
63. sion, lamentation, restoration, resurrection, crucifixion, aspira-
64. tion (*asp'ration*), prolongation, termination, invocation, assim-
65. ilation, decapitation, erudition, exportation, exhortation,
66. dejection, adoration, affection, affectation, distraction, obtru-
67. sion, derivation, suspicion, classification, edification, mechan-
68. ician, distillation, stipulation, mansions, commotion, demoli-

69. tion, degradation, ruination, rumination, demonstration (omit-
 70. ting *n*), habitation, regulation, temptations, profanation,
 71. deprivation, graduation, infatuation, inception, distinction
 72. (*Steh* loop), distortion, declaration, gradation, aberration,
 73. libation, distension, divination, sedition, adhesion (*D-Hshon*),
 74. cohesion, divulsion (*D-Vlshon*), aggression, revisional, revivi-
 75. fication, speculation, precipitation, coercion (*K-Rayshon*),
 76. revolutions, diffusion, revelation (*Rf-Layshon*), ambition,
 77. illustration, magician, passionate, mediation, repletion, inac-
 78. tion, institutions, putrefaction, suffusion, corruption, configur-
 79. ation, recreation, execution, completion, compression, suffo-
 80. cation, supererogation (*sPr-Ray-Gshon*), cognation, cogita-
 81. tion, seclusion, cognition, computation, collation, collocation,
 82. colloction, collusion, repression, commemoration (*com: M-*
 83. *Rayshon*), syllabication, reparation, percussion, precaution,
 84. revocation, repulsion, politician, commendation, commensu-
 85. ration (*com: Ns-Rayshon*), comminution, stupefaction (*stPf-K-*
 86. *shon*), commiseration, submersion, commotion, practitioner,
 87. commutation, compassion, compellation, complexion, compila-
 88. tion, compunction, conciliation, concoction, concussion, con-
 89. fabulation, confections, confectioner, conflagration, congela-
 90. tion, congregations, congregational, congressional, conjuga-
 91. tions, conjuration, conservation, consolidation, constructions,
 92. constriction, contemplation, contortion (*con: T-Rayshon*),
 93. contusion, convention, convolution, eruption, relegations
 94. (*Rl-Gshons*), preëmptions (*Pr-Mshons*), excursion, personifica-
 95. tion, percolation, perambulation, melioration, amelioration,
 96. mastication, malformation, defalcation, irrigation.

1. (*p*) **Eshon Hook**:—Exposition, accusation, position, posi-
 2. tions, disposition, dispositions, supposition, physicians, con-
 3. densation, dispensation, proposition, propositions, conversation,
 4. conversational, musician, secession, cessation, deposition,
 5. accession, accessions, requisition, imposition (*Impseshon*),
 6. transition, transitions, abscission, decision, decisions, vex-
 7. ation, precision, succession, civilization, sensation, sensations,
 8. sensational, acquisition, acquisitions, taxation, incision, re-
 9. cession, recession, appreciation, persuasion, dissuasion (also
 10. written *Ds-Wayshon*), causation, apposition, procession, pro-
 11. ceSSIONS, association, associations, authorization, depreciation,
 12. relaxation (*Rl-Kseshon*), crystallization, compensation, pul-

13. sations, annexation, annexations, disquisition, perquisition,
 14. polarization (P-Lay-Rseshon), preposition, generalization (Jn²,
 15. *general*), realization (Rl¹, *real*), negotiation.

1. (q) **Contrast**:—**Pose**, position; converse, conversation;
 2. sense, sensation; vex, vexation; depose, deposition; dispose,
 3. disposition; relax, relaxation; annex, annexation; propose,
 4. proposition; dispense, dispensation; condense, condensation;
 5. tax, taxation; authorize, authorization; accuse, accusation;
 6. compose, composition; muse, musician; cause, causation;
 7. **suction**, succession; vision, physician; conversion, con-
 8. version; action, accession; caution, causation; mission,
 9. musician.

260. WRITING EXERCISE—FINAL HOOK SENTENCES.

1. The butcher gave-me some tough-beef. 2. The cool-(Kl)-
 breeze has-blown (Iss²-Bln) upon her through-the open window
 all-day. 3. I believe-the Professor will-prove his position to-be-
 the correct one, and-this solution of-the question will-give satis-
 faction. 4. The appearance of-the punster will furnish an-oc-
 casion for-applause. 5. By-his-own actions he brings condem-
 nation or commendation upon himself. 6. His lack of experi-
 ence caused-(Ks-D) the loss of-his lucrative-position when-his
 expenses were very-heavy. 7. Helen's disposition together-with
 her physical: condition will-cause-delay-in-the preparations for-the-
 reception. 8. You-can learn by application and-practice, the
 formation (Frshon) of difficult-outlines in-the study of Phono-
 graphy. 9. We-can (like an *L* hook)-gain more by-persuasion
 than by-force. 10. Whatever-the difference in-opinion, speak
 your convictions truthfully and-bravely (Br-Vl). 11. His occu-
 pation chanced to-come (4th, pos.) before my observation, and-
 his admission of deception caused commotion among-the active
 operatives (Prtives). 12. We-will-strive to-fashion our work by-
 the directions furnished. 13. The chief can achieve his foul
 object with such a-keen weapon. 14. The exhibition will-prove
 a-fine attraction to-foreign-nations. 15. The woman will earn a-
 sustenance (sesTn-Ns) for-seven children, from-the-fine woolen
 cloth she-has spun and-woven. 16. The general opinion is-the
 inscription should-cover-the main-portion (P-Rayshon) of-the line.
 17. Upon thorough investigation (N-Vseshon) of-the subject, we-
 think-he receives ample: compensation for-his labor. 18. The
 criminal feels very-keenly the degradation which-has-come upon

him. 19. The General has often expressed his opinion upon the subjection of the Philippines. 20. John imagines he can bring to remembrance anything which he has known within the past ten years. 21. The question concerning: the combination of the lock puzzles the man even now. 22. The pen was fine, though plain in finish. 23. Julian declines to eat the green melon grown near the ravine. 24. The Roman, Dane, Norman, and German all knew the value of fine weapons. 25. Josephine and Lilian slacken their pace as they near the long, lonely lane, and summon Nathan to join them, and enliven the conversation. 26. When the peddler opens his pack he can show you pins, buttons, chains, pens, fans, linen napkins, ribbons, plain and fancy cuffs and collars, brown linen, scarfs, gloves, and much other stuff which he calls finery, and thinks attractive. 27. The brave man bears his heavy burden and never murmurs nor complains. 28. The Gramophone will reproduce the music of a horn, violin, saxophone, xylophone, and trombone, as well as (sLays²) the human voice. 29. Why do the heathen rage, and the people imagine a vain thing? 30. "I am the vine, ye are the branches." 31. Give every man thine ear, but few thy voice. 32. The worst of men often give the best advice. 33. The irrational man, upon conviction, commenced an insurrection, which was the cause of many prosecutions and much litigation. 34. The Grecian and the Hessian believe an occasional renovation would be an innovation and a benefaction. 35. The man in his conversation talks of national isolation, corruptive associations, financial depression, and general devastation. 36. The physician endeavors to give consolation to the (Poid⁴) mathematician by telling him the assimilation of the confection will stop inflammation, cause alleviation of the pain, and make amputation unnecessary. 37. A man with no occupation and no determination is generally given to dissipation. 38. The effectiveness of the legislation is seen in the distribution (may substitute *Ster* loop for *sTr*) of provisions. 39. We glanced at the dunce as he danced against the bronzed can of condensed milk (Ml-K). 40. John Brown makes many pretenses, but few responses. 41. The demeanor of the drunken mechanic makes one think of a maniac. 42. Julian, the Frenchman, was searching: his dictionary for synonyms for "unanimous," "clemency," "vanish," "infringe," "monopolize," "lonely," and "openness." 43. Mr. Atkins reclines in his chair, inclines his head, and awaits

a-response to-his question. 44. The deaf-man defies arrest. 45. A-woman will-trim her gowns with green-muslin, brown-linen, silken-moreen, yellow-ribbon, and-much other finery. 46. Shun profane and-vain babblings. 47. Paul said a-woman should learn in-silence with all subjection. 48. Scorn no-man's love, though of-a mean degree. 49. Patience and-resignation are-the pillars of human-peace on-earth.

CHAPTER XVI.

LENGTHENING.

CURVED STROKES.

261. (a) Any curved stroke except *Ing* and *Imp* may be lengthened to about twice its usual length to add the syllables *tr*, *dr*, *thr*, or *thr*.

(b) *Ing* is lengthened to add the syllables *kr*, *gr*, or *er*.

(c) *Imp* is lengthened to add *er*.

STRAIGHT STROKES.

262. (a) Straight strokes, when standing alone, should rarely be lengthened, as there would be no distinction between them and the same strokes doubled.

(b) The advanced writer, however, may take the liberty of applying the lengthening principle to straight letters in some cases, but even he should do so cautiously.

"IMPOSING" ON THE PRINCIPLE.

263. (a) It is not wise, nor even safe, to "impose" on the lengthening principle by using it indiscriminately, even on curves, since four different syllables are added; hence, if an uncommon or unfamiliar word is encountered, it would be advisable to write the stroke *Tr*, *Dr*, *Thr*, or **Thr**, rather than to lengthen for these syllables, for by the former one knows at sight what syllable is intended.

(b) The extent to which a writer may apply the lengthening principle is commensurate to his general experience and his familiarity with the subject-matter.

POSITION OF LENGTHENED STROKES.

264. A lengthened stroke is begun at the same point above or below the line that the corresponding natural length stroke would be begun at, the lengthened stroke being extended far enough to be clearly distinguished from the natural length; or, in other words, it may be said that the first half of the lengthened stroke occupies the desired position.

VOWEL PRECEDING.

265. A lengthened curve which is preceded by a vowel may be given more curvature to indicate that fact, thus distinguishing, by an unvocalized form, between such words as *alter* and *leader*, *older*, *elder*, and *later*, *letter*, etc.

ORDER OF READING.

266. Syllables added by lengthening are read after all the vowels on the stroke, and before a final circle or a final hook; hence we conclude that:

A FINAL VOWEL.

267. (a) An outline having a final vowel preceded by *tr*, *dr*, *thr*, **thr**, *kr*, *gr*, etc., can not be written by lengthening the last stroke.

(b) The above gives us a distinction, in unvocalized forms, between such words as *center* and *sentry*, *feather* and *feathery*, *winter* and *wintry*, *anger* and *angry*, *enter* and *entry*, *water* and *watery*, etc., etc. [See § 273, *i* for additional words in contrast.]

(c) In the center of an outline, if a vowel follows *tr*, *dr*, *kr*, etc. the preceding stroke may usually be lengthened, and the vowel placed beside the following stroke, as in *eccentric*, *nitric*, etc.

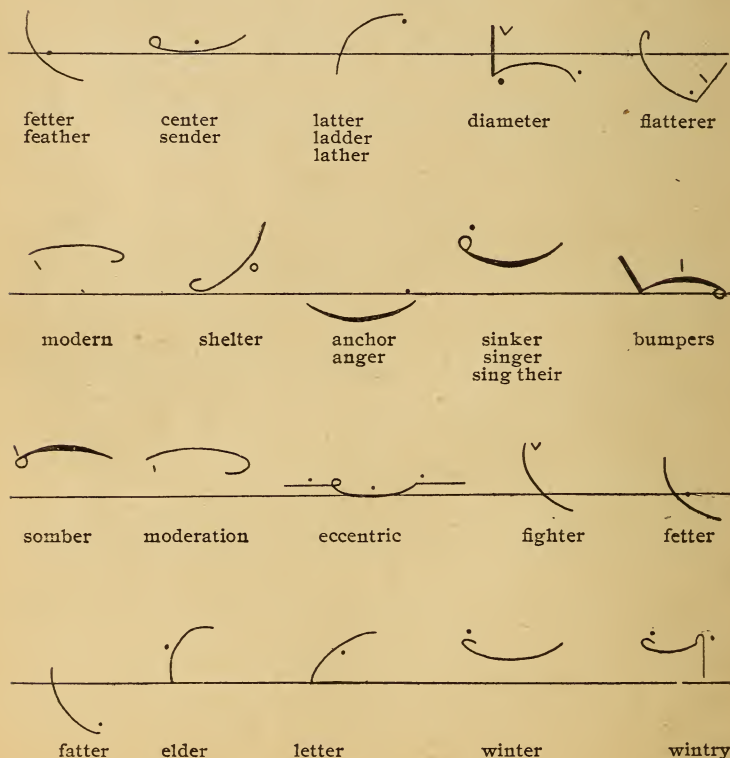
NOMENCLATURE.

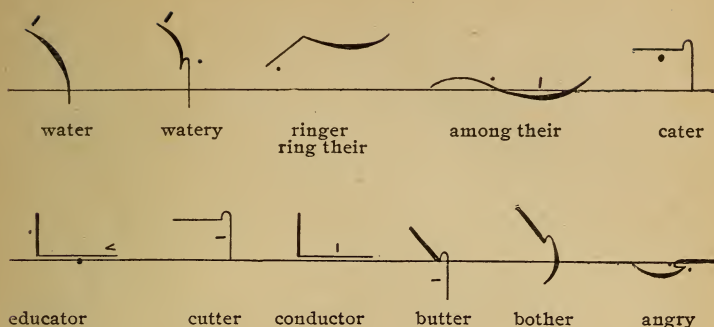
268. (a) The names of lengthened strokes are derived by adding to the name of the stroke one of the syllables for which a particular stroke may be lengthened. In the case of a stroke which is lengthened to add *tr*, *dr*, *thr* or **thr**, either of these

syllables may be used in naming the stroke; for example, a lengthened Lay may be called "Laytr," "Laydr," "Laythr," or "Laythr."

(b) If it is known what word is written, or is to be written, with the use of a lengthened stroke, it is advisable to apply the syllable contained in the word; however, if it is not known what word is intended, it is desirable to apply one particular syllable in all cases, *tr* being generally applied to all strokes except Ing and Imp.

269. ILLUSTRATION— $\frac{2}{3}$ 261-269, 270, b.





270. "THEIR," "THERE," "THEY-ARE" AND
"OTHER" ADDED.

(a) The simple stroke wordsigns, both straight and curved, such as *if*, *in*, *by*, *for*, etc. may be lengthened to add *there*, *their*, *they-are*, or *other*.

(b) "Ing," though not lengthened for the syllable *thr* in single words, may be lengthened to add the above-mentioned words in phrasing.

(c) Not only may the simple wordsigns be lengthened to add the above words, but almost any ordinary word ending in a stroke without a final hook or circle may be lengthened to add *their*, or *there*.

(d) When a straight stroke is lengthened, it may be made to taper to a point at the end so as to make a distinction between a doubled stroke and a lengthened stroke, though this is of no great importance.

(e) The following table contains a few of the most common phrases obtained by lengthening wordsigns. Some authors present them in lists of wordsigns; but it is much preferable to present them in this manner, since they are formed according to a general principle and do not have to be memorized. But they must be *familiarized*, as must any other principle.

(f) If the student desires, he may carefully insert the signs to the right of the names.


(g)


LENGTHENED WORD SIGNS.


Bthr ¹	{ by their by there by other	sVthr ²	{ several other
Bthr ²	{ be there be their	Rthr ²	{ are there are their
Bthr ³	{ to be there to be their	Iththr ²	{ think their think there think they are
Tthr ²	{ take their	Thrthr ²	{ through there through their
Tthr ³	{ out there	Theethr ³	{ though there though their though they are
Dthr ²	{ do there do their	Thrthr ²	{ they are there
Dthr ³	{ had their had there	Sthr ¹	{ see there see their saw their
Chaythr ¹	{ each other	Sthr ²	{ so their so there so they are
Chaythr ²	{ which there which they are which their change their	Zthr ²	{ was there was their
Gaythr ¹	{ give their	Laythr ²	{ will there will their
Gaythr ²	{ go there	Ishthr ¹	{ wish there wish their
Fthr ¹	{ if there if their,-they are	Ishthr ²	{ shall there shall their
Fthr ²	{ for their for there,-they are	Mthr ²	{ make their may their
Frthr ²	{ from there from their	Nthr ¹	{ in their in there in other
Vthr ²	{ have their have there	wNthr ¹	{ when there when their
Vrthr ¹	{ over there over their		


271.


WORDSIGNS.


 further, farther


 of their


 writer


 rather


 with their


 whether


 that there, -ir


 the other

 yesterday

 is there, -ir

 as-has there, -ir (third position)

 your order

 entire

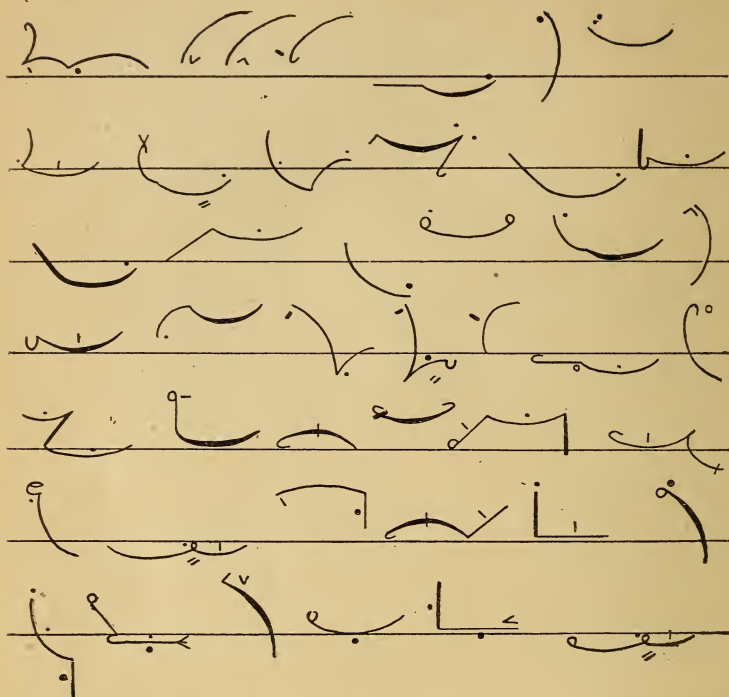
 another

 no other

 longer

272.

READING EXERCISE.



273. Direction to Student:—See that you understand thoroughly the explanations of the use of the lengthening principle, as *distinguished* from the use of the *R* hook, before you proceed with this exercise. Write the single words *six times*; the sentences *twelve times*.

WRITING EXERCISE.

1. (a) **Ter Added:**—voter, fighter, neater, Easter, eastern,
2. easterly, meter, smattering, enter, entrance (*Ntrns*), ther-
3. mometer, material (omitting *e*), maternal (omitting *e*), lighter,
4. later, sifter, swifter, rafter, hunters, litter, literal, literature
5. (*Laytr-Tr*), literary, literally, latter, sweeter, Walter, eccen-
6. tric (See § 267, *c*), diameter, legislator, revolter (*Rf-Laytr*),
7. shutter, flutter, flitter, filters, flittered, flatter, flatterer, flat-
8. tered, winter, wintered, welter, swelter (See § 172), mutter,

9. muttered, oyster, oysters, wetter, waiters, water, Waterloo,
10. water-proof, whiter, miter, nitre, neuter, neutral (or by halv-
11. ing, *Net-Rl*), shatter, shattered (*Ishtr-D*), loiters, fatter, fetters,
12. center, central (or by halving, *sNet-Rl*), saunter, senator,
13. motor, theater, theatrical, latterly, barometer (as though
14. *b'rometer*), speculator, promoter, shelter, shorter, dissenter,
15. psalter (See § 265), slaughter, slaughtered, slaughter-house,
16. alteration (omitting *a*), reporter (*Ray-P-Rayter*), defaulter,
17. re-enter, tempter, intricacy (See § 267, *c*), Australia, intrinsic.

1. (*b*) **Der Added**:—older, order, elder, orderly, holder, stock-
2. holder, disorder, disorderly, shudder, ardor, candor, Philander,
3. ladder, leaders, alder, smolder, smoldered, wilderness, bewilder,
4. bewildered, slander, slandered, slanderer, feeder, slender, fod-
5. der, cinders, sender, surrender, surrendered, louder, Anderson,
6. Saunders, Alexander, Henderson, madder, wader, wonder,
7. wondered, tender, tenderness, render, fender, lender, calen-
8. dar, cylinder, cylindrical, fonder, wander, wanderer, wan-
9. dered, squander, kneader, hinder, hindered, hindrance, ca-
10. thedral (or *K-Ith-Drl*), yonder, murder, murderer, murdered,
11. flounder, sunder, asunder, vender, defender (*F* hook), pro-
12. vender, engender, modern, federation (omitting *a*), mod-er-
13. ation, moderate, Federal, Confederate.

1. (*c*) **Ther Added**:—anthracite (omitting *a*), Luther, Arthur,
2. Esther, panther, philanthropy (See § 267, *c*), philanthropist,
3. philanthropic.

1. (*d*) **Ther Added**:—leather, wither, withers, lather, mother,
2. father, motherly, fatherly, fatherless, smotherless, smother,
3. Northern, Northerner, neither, another, thither, weather,
4. further, furthermore, smother, smothered.

1. (*e*) **Kr Added**:—banker, canker, winker, anchor, inker,
2. Hankerson, sinkers, tinker, thinker, Bunker, Bunkerhill,
3. hanker, rancor, franker, spanker, handkerchief, blinker,
4. clinkers, drinker, anchorless, anchorage, anchored, flanker.

1. (*f*) **Gr Added**:—finger, hunger, younger, linger, anger,
2. Youngerson, monger, stronger, languor, clangor, conger.

1. (*g*) **Er Added**:—Singer, stringer, wringer, slinger.

1. (*h*) **Er Added to Imp**:—timber, simper, ember, umber,
2. hamper, scamper, somber, romper, temporal (or *T-Imp-Rl*),
3. amber, distemper, cumber, bumper, lumber (*L* or *Lay*),

4. Hemper, limber, cucumbers, damper, cumbersome, dampers,
5. slumbers, slumberer, slumbered, stamper, thumper, chamber,
6. pumper, jumper, dumper, temper, Chamberlain, pämper,
7. plumper, tramper, limberness, limbered, camper, whimper,
8. clamper, emperor (or Imp-Ray-Ray), Hamberlin, temporary
9. (or T-Imp-Ray-Ray).
1. (i) **Contrast**:—winter, wintry; sunder, sundry; center,
2. sentry; feather, feathery; water, watery; anger, angry;
3. hunger, hungry; Anderson, Andrew; enter, entry; instructor,
4. instructress; smother, symmetry; slaughter, sultry; Alexan-
5. der, Alexandria.

(j)

SENTENCES — LENGTHENING.

1. The hunter unshouldered his-gun, and-with swifter step, re-entered-the timber in-search of-the panther which, driven by hunger, had slaughtered many of-his sheep during-the winter.
2. The elderly Australian banker and-his entire family have-gone to-Alexandria (See § 267) to-visit his father and-mother.
3. The father of Arthur and-Walter Alexander is very illiterate and-eccentric.
4. Neither-the-senator nor-the speculator will-be at-the theater.
5. The disagreeable-weather renders-it necessary for-the-provender to-have a-shelter.
6. The bewildered slanderer and-defaulter wanders hither and-thither, but-it-is believed he-will-surrender to-the-Federal officer, as he-has-no-defender.
7. We often wonder why-the younger man is-the stronger.
8. Sanders, the murderer, was an-inveterate drinker.
9. Is-there no-other-way to-go-there?
10. Yes, there-is another-way.
11. Any-other-way is preferable.
12. The singer's anger was-the cause of-the disorder.
13. The Federals and : Confederates had a-fierce : conflict at Chickamauga and-Murfreesboro.
14. The intricacy of-the plan was-bewildering, even to-a deep thinker.
15. The leader of-the federation was furthermore a stockholder in-the Anderson Lumber Company, of Centerville.
16. The candor and-ardor of-Luther is remarkable.
17. If-we-linger longer the slender waiter will-bring-us some oysters from-the-table yonder.
18. The thermometer and-the-barometer are very useful in a-weather-bureau office.
19. The legislator desires to-talk to-the-voters of Henderson.
20. The younger Mr. Youngerson is-a vender of-leather, fodder, feathers, and-green-cucumbers.
21. I-will ask-you further to-tell-the-Judge whether-you-were then-residing in-the-eastern, central, or northern section of-the state.
22. The linen handkerchief is-

the neater-one. 23. Your-order for-sundries came yesterday. 24. We-would rather have another of-their longer variety as-they-are considerably smoother than the-others. 25. The instructor and-the instructress were angry when-they entered-the Cathedral and-saw that-there was-no holy water in-which to-dip-their fingers. 26. The vessel was-anchored on-the still water. 27. We-will-be there when-their sweeter singers sing-their (§ 270, *b*) sweet-melodies. 28. The writer is familiar with-their peculiar-literature. 29. The longer they-stay-there, the more they hinder and-anger-the literary reporter. 30. We-shall-go-there and-gather Easter-lilies for Philander-David, the philanthropist.

CHAPTER XVII.

HALVING.

GENERAL RULE.

273. Any stroke may be halved to add a final *t* or *d*, subject to the conditions and exceptions set forth in §§ 274-283.

STROKES WITH HOOKS.

274. Any stroke containing a hook may be halved to add either *t* or *d*.

"L," "R," "M," AND "N" SHADED FOR "D."

275. (*a*) When *L*, *R*, *M*, or *N* with *no hook attached*, is halved to add *d*, it should be shaded. (*b*) No confusion can arise between any one of the above strokes shaded for *d*, and a corresponding heavy half length stroke, as may be seen by reading the following section:

CORRESPONDING HEAVY STROKES.

276. When *no hook* is attached, the heavy strokes *Yay*, *Way*, *Imp*, and *Ing* (corresponding to the light strokes mentioned in above section) *are never halved*.

"LAY" AND "RAY" HALVED FOR "D."

277. When the joining is convenient, *L* and *R* (not *Lay* and *Ray*) should be used when halved for *d*, and consequently shaded,

in accordance with section 275 above; but if the junction for the downward form is tedious or impossible, as in *muzzled*, *domiciled*, *rivalled*, *feared*, *mired*, *impaired*, etc., then *Lay* and *Ray* may be halved (unshaded) for *d*.

“RAY” WITHOUT A HOOK.

278. *Ray* without a hook is never halved standing alone; hence such words as *write*, *rate*, *route*, etc., are written with two strokes; but *word*, *wired*, *rent*, *rained*, *arrived*, etc., requiring a hook on *Ray*, are written with half-length *Ray*.

“HAY” RARELY HALVED.

279. *Hay* is rarely ever halved, since words are usually best expressed by using the tick or the dot on the *T* or *D* strokes; however, there are few cases where it may be halved to advantage, as in *behaved*, *behead*, *drawhead*, etc., but in no case, does the author think it advisable to halve this stroke standing alone.

VOWEL BETWEEN “D” AND PRECEDING “L” OR “R.”

280. (a) When a vowel occurs between *d* and a preceding *L* or *R* stroke the stroke *D* should be used.

(b) The above rule, framed by the author of this work, governs the writing of a large number of words which other authors have provided for by giving several complicated rules, hard to understand and harder to apply. The rule as above given, secures a distinction by unvocalized outlines between such words as *old* and *load*, *word* and *worried*, *nailed* and *inlaid*, *soiled* and *solid*, *hired* and *ride*, *pulled* and *pallid*, *stored* and *storied*, *married* and *married*, *tarred* and *tarried*, etc. (also refer to **Contrast** in writing exercise).

TWO VOWELS BETWEEN.

281. (a) When two vowel signs occur between *t* or *d* and a preceding consonant, the stroke *T* or *D* must be used.

(b) This rule secures a distinction between such words as *quite* (*Ket*) and *quiet* (*K-T*), *fight* and *fiat*, *laughed* and *La Fayette*, *died* and *diet*, *tried* and *triad*, etc.

ONLY TWO CONSONANTS.

282. (a) When a word with only two consonants ends with *t* or *d*, the first consonant being *preceded* and *followed* by a vowel, the stroke *T* or *D* must be used.

(b) This rule secures a distinction between the outlines for such words as *late* and *elate*, *cute* and *acute*, *mid* and *amid*, *bode* and *abode*, *foot* and *afoot*; *bet* and *abet*, *bat* and *abbot*, *knit* and *unit*, etc., etc.

NOT JOINED.

283. Any two strokes (except *M* and *N*) which are not joined with an angle, should not be joined if one, or both, of the strokes is a half length, as in *popped*, *judged*, *effect*, *litigate*, *lashed*, *looked*, etc.

The above words are best written with the strokes *T* and *D*, as follows: *P-P-D*, *J-J-D*, *F-K-T*, *Lay-T-Gt*, *Lay-Shay-D*, *Lay-K-D*, respectively; however, occasionally it is advantageous and even necessary to disjoin or "lap" the half length where the stroke *T* or *D* would make the outline long and tedious, as in *pit-a-pat*, *traded*, *treated*, *detained*, (*Dt-Nd*), *straightened* (*sTrt-Nd*), *deadened* (*Dd-Nd*), etc.

NOMENCLATURE.

284. (a) The short sound of *e* (ë) is usually applied between the name of the stroke halved and the *t* or *d*, half length strokes being pronounced strictly in accordance with Section 110.

(b) Speaking in a general way, we usually apply the sound of *t* in speaking of half length strokes; however, they may be called by adding *d*, since most strokes are halved for both. Sometimes when endeavoring to read shorthand it is advisable to apply both in order to get a sound more closely resembling the word intended; for example, *Fet* would suggest *Fat* while *fad* would be suggested by *Fed*.

(c) For similar reasons it is sometimes advantageous to apply the vowel before the stroke halved, as in *aft*, which the outline *eFt* suggests, while *fat* is suggested better by *Fet*. Notice also *humped* (suggested by *eMt*), *met*, *mate*, *mote*, (suggested by *Met*). One may go even to the extent of calling a half length *P* "*ePt*" (which suggests *apt*), or *K* "*eKt*" (which suggests *act*), and so on, applying either *t* or *d* in connection with a vowel either before or after the stroke, but ordinarily the outlines will be suggestive enough if called in the simplest way, as *Pet*, *Tet*, *Ret*, *Fet*, etc.

(d) In the case of strokes with *R* or *L* hooks the vowel may be used either after the stroke and hook, or between them, as *Plt*=*Plet* or *Pelt* (also called *Pled* or *Peld*); *Prt*=*Pret* or *Pert* (also *Pred* or *Perd*).

(e) Half lengths with two hooks attached are also usually pronounced in the simplest way, and in accordance with Section 110.

285.

ILLUSTRATION— §§ 273-283.

bet bed	bred	bent bend	crowned	lends	wild
around	meant mend	wound	old	hoard	mode
Ned	net	mote	hurt	let	yawned
wound	impend	impatient	sanctioned	puzzled	muzzled
rified rivaled	write	written	wired	rained	load
road	soiled	solid	fight	fiat	late
elate	foot	afoot	judged	detained	treated


286.


READING EXERCISE.


١٠ ١١ ١٢ ١٣ ١٤ ١٥ ١٦ ١٧ ١٨ ١٩
 ٢٠ ٢١ ٢٢ ٢٣ ٢٤ ٢٥ ٢٦ ٢٧ ٢٨ ٢٩
 ٣٠ ٣١ ٣٢ ٣٣ ٣٤ ٣٥ ٣٦ ٣٧ ٣٨ ٣٩
 ٤٠ ٤١ ٤٢ ٤٣ ٤٤ ٤٥ ٤٦ ٤٧ ٤٨ ٤٩
 ٥٠ ٥١ ٥٢ ٥٣ ٥٤ ٥٥ ٥٦ ٥٧ ٥٨ ٥٩
 ٦٠ ٦١ ٦٢ ٦٣ ٦٤ ٦٥ ٦٦ ٦٧ ٦٨ ٦٩
 ٧٠ ٧١ ٧٢ ٧٣ ٧٤ ٧٥ ٧٦ ٧٧ ٧٨ ٧٩
 ٨٠ ٨١ ٨٢ ٨٣ ٨٤ ٨٥ ٨٦ ٨٧ ٨٨ ٨٩
 ٩٠ ٩١ ٩٢ ٩٣ ٩٤ ٩٥ ٩٦ ٩٧ ٩٨ ٩٩


287.

HALF-LENGTH WORD SIGNS.

 put


 beauty

 about


 doubt


 could


 good


 feature,-ed

 after


 future


 of it


 evident,-ence


 Lord, read, ordinary,-ly


 that


 without

 astonish,-ed,-ment

 establish,-ed,-ment

 is it


 as it, has it, hesitate,-d,-tion


 little


 lead


 world


 immediate,-ly

 interior


 nature [Net²-L, *natural*]


 until


 under, hundred


 particular, -ly


 opportunity


 superintend, -ed, -ence, -ent


 ability, build, -ing, built


 able to, behold, beheld


 behind


 exhibit, -ed

 delinquent [Dlen,¹ *delinquency*]


 gentlemen


 gentleman


 accord, -ed, -ance, -ing, -ingly


 cannot


 account, county


 quality


 will not


 amount, -ed


 movement


 throughout


 at hand


 on either hand


 on the other hand

 on the one hand

 somewhat

 sometime

 in order

 spirit, -ed

288. Direction to Student:—(a) The following exercise should be practiced by sections until you are able to write the various words *without hesitation*. (b) With this, as with all writing exercises, you should read back from your notes what you have written. (c) A good plan is to have the words read to you promiscuously from the various sections until you can write and read any of them *without hesitation*.

WRITING EXERCISE.

1. (a) **T Added:**—Pit, peat, Pete, pout, compute, pot, pet, pate, compete, apt, pat, debt, date, dot, dote, let, late, lit, lute, light, lot, halt, hilt, Holt, feet, feat, fight, fate, fought, fat, aft, foot, fit, vote, vat, bit, beet, beat, bite, bait, bat, bought, boat, quoit, quit, quite, bet, boot, cheat, chat, chit, meet, meat, might, mit, met, humped, mate, mat, moat, moot, mute, toot, tut, Tate, tote, tot, taught, tight, doubt, sheet, shut, shout, shot, shote, shoot, chute, cut, coat, kite, kit, cat, act, Kate, note, net, neat, gnat, ant, aunt, knit, not, knot, night, knight, naught, nut, hunt, haunt, hint, cute, coot, caught, cot, got, goat, get, gout, gate, gait, jot, jut, jet, jute, oft, east, iced, highest, hacked, hawked, thought, let.

1. (b) **D Added:**—Bead, bed, bayed, bade, bad, bid, did, bode, bud, bide, pod, pad, paid, dad, deed, died, dyed, dead, dude, toed, fed, fad, fade, feud, food, tide, toad, chewed, joyed, jade, Jude, Judd, jawed, shied, God, goad, gad, guide, shed, shad, cod, shod, code, pied, Boyd, tied, Todd, Dodd, shade, chide, chid, kid, cud, cood, cad, vied, void, viewed, quad, quid, eased, oozed, Zade, Zed, keyed, thud, thawed, aged, edged, hushed, ached, eked, itched, etched, aped, ebbled, hugged, hashed.

1. (c) **L, R, M, and N Shaded to Add D:**—Maude, meed, mead, hummed, mud, mood, hemmed, maid, made, aimed, mode, mowed, mad, mewed, mid, need, gnawed, nude, node, end, Ned, hand, hound, hind, honed, commend, command, communed, nod, hold, healed, hauled, heeled, hailed, held, hulled, hard, hoard, Howard, hired, herd, heard, aired, erred, old, ailed, oiled.

1. (d) **With Initial Iss — T or D:**—Spite, spot, spade, spied, spat, sapped, send, signed, sound, snowed, Sneed, spout, soaked, sagged, soaped, sobbed, sopped, smite, smote, summit, smut, seemed, seamed, soiled, sold, sailed, sealed, ceiled, con-

5. cealed, soared, sword, consumed, saved, sift, soft, sipped, conceived, scout, conceited, conceded, cited, sighted, suited, seated,
6. sated, sided, scat, sacked, skate, Scott, squat, squad, sect, sod-
7. ded, sleet, slit, silt, slat, slate, slot, slight, soured, seared, sized,
8. seized, saint, scent, senate, sent, scud, skid, snout, sedate, sin-
9. ned, sunned, summed, cyst, sort, sand, socket, salute.

1. (e) **With Final Iss—T or D:**—Pits, pets, cheats, beats,
2. beets, beads, pats, pads, quads, bats, baits, chats, votes, fights,
3. mats, mits, shoots, fits, feats, feeds, tots, mates, coats, acts,
4. bits, knots, dotes, dots, lights, pots, pods, notes, nodes, needs,
5. nuts, deeds, mutes, dudes, hints, codes, cuts, goats, goads,
6. modes, moats, meets, meats, thoughts, beds, shouts, moods,
7. duds, sheets, shuts, cats, shades, halts, boats, boots, gates, nights,
8. gnats, bites, motes, gets, holds, kites, haunts, hunts, dates, debts,
9. quoits, [$\frac{1}{2}$ 181, a], slights, sleets, salts, slits, slats, spats, spits,
10. scuds, speeds, spots, spites, squads, squats, snouts, sorts, sands,
11. slates, spades, smites, smuts, summits, saints, slots, sockets,
12. cents, scents, sends, senates, sounds, skids, sects, skates, swords,
13. salutes, cysts (also *sesTs*).

1. (f) **With R Hook—T or D:**—Pride, pried, proud, Pratt,
2. prayed, bride, bright, brute, brayed, braid, broad, brat, brought,
3. bread, bred, brood, brad, treat, treed, tried, trite, tread, trade,
4. trait, trued, uttered, dried, dread, trout, trot, trod, throat, thread,
5. threat, freed, shroud, fret, Fred, afraid, shrewd, fright, fried,
6. fraud, fraught, cried, concrete, crate, crowd, kraut, crowed,
7. greed, greet, grit, agreed, grade, great, grate, honored, creed,
8. crude, cured, curd, guard, gored, gourd, geared, occurred, bored,
9. board, bard, barred, cheered, ford, fort, afford, sheared, beard,
10. court, child, assured, third, jeered, part.

1. (g) **With L Hook—T or D:**—Plead, plight, plied, com-
2. plied, complete, plowed, played, plate, plait, plot, plod, plaid,
3. plat, Platte, blight, blot, blood, bled, blade, bleat, bloat,
4. bleed, addled, huddled, float, fleet, flute, flit, flight, flat, filled,
5. Floyed, flayed, fled, flood, flowed, clot, Claude, cloud, clawed,
6. clod, clad, cleat, glut, glued, glowed, glad, glide, guild, guilt,
7. gilt, gold, fold, fooled, failed, told, bold, killed.

1. (h) **With Initial Iss and Initial Hook:**—Sprout, Spratt,
2. sprite, spread, sprayed, sobered, strode, straight, strait, strayed,
3. strewed, stride, street, secret, sacred, succored, supplied, split,

4. suppled, saddled, settled, cycloid, cycled, Sivlette, schooled,
5. skilled, scaled, scold, scald, sculled, screwed.

1. (i) **With Initial Hook and Final Iss:**—Breeds, breads,
2. brides, broods, bleeds, bleats, blights, blots, bloats, blades,
3. gloats, floods, floats, fleets, flats, flights, frights, frets, freights,
4. fruits, greets, plates, grades, frauds, dreads, Fred's, brutes,
5. glides, Clyde's, Claude's, creeds, carts, cards, plights, plods,
6. pleads, treats, treads, trots, traits, threads, threats, brads, plots,
7. guards, gourds, courts, cords, shrouds, shirts, birds, forts, fords,
8. folds, boards, affords, clods, cleats, crates, grates, glades,
9. gilds, guilds, clouds, grits, flits.

1. (j) **With Small Final Hook:**—Pint, pined, pinned, point,
2. pained, paint, painting, pant, panned, pawned, opened, pond,
3. pent, penned, pending, pound, spent, spend, spent, suspend,
4. spanned, puffed, paved, bound, abound, bounding, band, bond,
5. boned, bind, binding, bend, bent, buffed, abaft, tint, taint,
6. taunt, tinned, tent, tend, attend, tanned, contend, content,
7. contending, toned, tuned, attuned, attained, stunt, stint,
8. stained, sustained, stoned, stand, constant, stuffed, staved,
9. dined, dunned, dawned, downed, daunt, don't, dint, dent,
10. donned, saddened, doffed, daft, deft, chinmed, chant, chained,
11. achieved, chafed, chaffed, joined, joint, jaunt, ginned, gent,
12. coined, count, coned, kind, canned, caned, Kent, scant,
13. scanned, second, secant, sickened, skinned, caved, skiffed,
14. scoffed, scuffed, gaunt, gowned, gunned, gained, gift, round,
15. rend, rent, rant, ranting, rending, Rand, rained, reigned,
16. reined, ruined, rind, raved, roved, rift, arrived, raft, roofed,
17. roughed, reft, faint, feint, feigned, fanned, find, fined, found,
18. fond, font, fount, offend, softened, vent, vend, veined, vined,
19. around, ironed, earned, concerned, surround, waned (Wnd or
20. wNd. See § 274), thinned, lined, leaned, lint, lent, lend,
21. loaned, land, landing, slant, silent, salient, yawned (Ynd or
22. yNd), shined, shunned, commissioned, mind, mined, meant,
23. mint, mend, amend, amending, mount, mounting, mound,
24. moaned, manned, summoned, impend, impending, impugned,
25. annoint, annointing, anent, sonant, consonant.

1. (k) **Same, With Circle Added:**—Paints, pints, pounds,
2. points, pants, spends, suspends, bounds, abounds, bands,
3. bonds, bends, binds, tints, taints, taunts, tents, tends, attends,
4. contends, contents, stints, stunts, stands, tufts, dints, dents,

5. daunts, chants, chintz, jaunts, gents, joints, kinds, counts,
6. secants, seconds, gifts, rounds, rents, rends, rants, rinds, rifts,
7. rafts, finds, fonts, founts, feints, offends, vends, vents, sur-
8. rounds, lends, lands, slants, mends, amends, mounds, mounts,
9. minds, mints, impends, annoints, consonants.

1. (*l*) **With Large Final Hook**:—Patient, patients, con-
2. ditioned, cautioned, quotient, quotients, auctioned, fashioned,
3. visioned, motioned, impatient, impassioned, ancient, ancients,
4. sanctioned, cushioned, suspicioned, stationed, occasioned.

1. (*m*) **With Initial and Final Hooks**:—Print, printing,
2. pruned, plant, planting, planned, planed, complained, com-
3. plaint, brand, branding, bland, blind, blinding, blount, blend,
4. blending, Blount, browned, brunt, brained, bluffed, trained,
5. trend, trending, contrived, drift, drifting, draft, drafting,
6. drained, drowned, darned, droned, churned, adjourned, craft,
7. craned, curved, craved, carved, cleaned, crowned, crooned,
8. Clift, cleft, graft, grieved, grant, grained, grunt, grind, grind-
9. ing, groaned, ground, aground, grand, grinned, gleaned,
10. greened, gland, glint, graved, warned, flint, flaunt, friend,
11. frowned, front, frond, confront, throned, shrined, mourned.

1. (*n*) **Same with Circles**:—Prints, plants, complaints,
2. brands, blounts, blends, blinds, trends, drafts, drifts, crafts,
3. clefts, grafts, grants, grounds, grinds, grunts, glands, glints,
4. flints, flaunts, fronts, fronds, friends, strand, strands, strained,
5. constrained, constraint, constraints, screened.

1. (*o*) **A Full Length and a Half-Length**:—Polite, pulled,
2. paged, packed, picked, piked, picket, packet, poked, peeked,
3. pegged, poached, appetite, pumped, pirate, pallet, pellet, com-
4. piled, compelled, approached, appreciate, private, prompt,
5. preached, primed, plumed, plummet, pricked, plucked, plaudit,
6. pledged, plumped, papered, patent, payment, opulent, appar-
7. ent, parent, potent, petitioned, plunged, preclude, pungent,
8. pavement, penitent, profound, profaned, pretend, poisoned,
9. apostate, peasant, pleasant, puzzled, president, prospered,
10. baked, backed, booked, bucket, budget, beget, begot, begged,
11. budged, belate, bullet, belled, billed, baled, berate, behead,
12. bathed, bumped, betide, blacked, blocked, bloomed, blamed,
13. bracelet, submit, brigade, breathed, brushed, brunette (see
14. § 283), Bridget, brocade, bragged, broached, brimmed, brooked,
15. bromide, bleached, blanched, bunched, betrayed, befriend, be-

16. reft, bereaved, behaved, beckoned, brilliant, bemoaned, brisket,
17. biscuit, basket, basement, subsequent, abscond, tapped, topped,
18. tacked, tact, attacked, tucked, ticket, ticked, tagged, tugged,
19. touched, tempt, attempt, tamed, attached, toothed, teathed,
20. tribute, tripped, trapped, tripod, attribute, trudged, tracked,
21. tract, trucked, tricked, toughened, tired, tarred, trimmed,
22. trailed, stretched, strict, striped, stripped, stroked, strapped,
23. tackled, tickled, tangent, tramped, trumped, tyrants, itinerate,
24. troubled, traveled, triplet, trickled, trebled, triblet, trifled,
25. truckled, outsped, outspeed, treasured, outspread, outskirt, strin-
26. gent, duped, dipped, depute, debate, dubbed, daubed, docket,
27. docked, ducat, decades, decoyed, digged, dimmed, condemned,
28. adored, Edward (*D-Rd*), dragged, drugged, drugget, drudged,
29. dreamed, drummed, drooped, dropped, dripped, draped, draw-
30. head, decided, despot, despite, dissect, dissent, disowned, de-
31. signed, decent, descends, descent, disputes, desolate, degrade,
32. decried, defraud, defrayed, demand, demeaned, diamonds, dab-
33. bled, dappled, deplete, deployed, depend, deepened, Edmund,
34. dampened, devoted, divided, defeated, deprived, depraved,
35. dethroned, disappoint, desponds, disband, destined, dismounts,
36. discounts, desecrate, desperate, destroyed, disagreed, distilled,
37. displayed, disabled, descried, checked, chalked, chipped,
38. chapped, chopped, cheeped, chucked, chimed, chummed,
39. charred, chirped, charmed, cheapened, choicest, Egypt, agitate,
40. eject, jacket, joked, jagged, jogged, jigged, jugged, jailed,
41. Joliette, Juliet, jarred, jammed, jumped, giants, adjacent, gib-
42. let, giblets, japanned, coped, copied, Cupid, cooped, capped,
43. cupped, cadets, curate, caret, carat, carrot, kept, comet, calmed,
44. covet, caveat, coward, camped, acquiesed, sketched, scotched,
45. skimmed, succumbed, clapped, clipped, clubbed, clutched,
46. clothed, climbed, climate, acclimate, claimed, acclaimed,
47. client, clashed, cropped, crabbed, cribbed, crashed, crushed,
48. crocheted, crawled, curled, cravats, curbed, curvet, creamed,
49. cramped, crimped, screamed, scrubbed, scratched, scrawled,
50. couplets, careened, candid, keenest, coupled, excellent,
51. closeted, crucified, crescent, crisped, clasped, culprit, crippled,
52. clapboard, clabbered, culvert, claimant, clamored, Clement,
53. equivalent, covenants, scrupled, gapped, gaped, gamed, gamut,
54. gummed, gashed, gushed, gasped, gleamed, galloped, glim-
55. mered, grabbed, grubbed, gripped, grouped, groped, growled,
56. grilled, grudged, greyhound, grasped, gobbled, goblet,

57. augment, grappled, groveled, graveled, hatchet, Hackett,
58. hatred, husband, household [See § 277], ripped, reaped, roped,
59. repeat, repute, repaid, robed, robbed, ribbed, rubbed, raided,
60. radiate [§ 182], irritate, racket, raked, racked, ragged, rigged,
61. rugged, reeked, wrecked, reached, wretched, ratchet, rigid,
62. urged, rolled (*Ray* considerably inclined), reeled, riled, roiled,
63. railed, rocket, rocked, ricket, rushed, wreathed, writhed, resent,
64. recent, resound, recind, reasoned, resigned, resolute, result,
65. resort, receipted, recited, resided, received, replied, rippled, re-
66. plete, record, regret, recruit, regard, retreat, Robert, recurred,
67. recoiled, wormed (*Md*, being shaded, may, with care, be
68. joined), warmed, warped, revealed, reveled, rivaled, rivulet,
69. ruffled, revolt, rifled, repent, ripened, re-opened, refined,
70. refund, re-appoint, regent, urgent, recount, reckoned, regained,
71. serpent, servant, ornament (*Ren-Mnt*), retrieved, famed,
72. fumed, foamed, fetched, filed, feared [§ 277], fired, fared, fasted,
73. feasted, fisted, phosphate, fastened (*Fs-Nd*), flipped, flapped,
74. flopped, flamed, fletched, floweret (or *Flr-T*), flashed, flushed,
75. fleshed, fledged, foiled, fluent, affluent, framed, frigate, fro-
76. ward, finest, frizzled, favorite, flickered, flippant, frustrate,
77. ferment, fleshened, flagrant, fragrant, vivid, vitiate, vapid,
78. veiled, vouched, voyaged, violate, violet, volute, visited,
79. visaged, visored, valiant, violent, vacant, volant, vibrate, evap-
80. orate (as though *evap'rate*), vainest, volumed, evolved, over-
81. hauled, visionist (*St* may be written upward), vagrant, visitant,
82. orbit, orbed, armed, remit, remote, roamed, reamed, rimmed,
83. rhymed, roomed, rammed, erect, orchid, argued, harped,
84. harmed, surmount, surrogate, remained, remind, arrogant,
85. remand, orchard, Richard (*R-Chrd*), hearkened, resumed,
86. irresolute, oracled, wayward, westward, award, awaited,
87. awakened, wizard, thinnest, threshed, thrashed, thrift, thrived,
88. threshold, estate, espied, eschewed, escheat, asked, assault,
89. assailed, assert, assort, assumed, aslant, assailant, askant,
90. asperate, astride, associated, assistant, assistants, zeolite,
91. Zanette, zealot, zealots, zibet, zonate, leaped, loped, lapped,
92. eloped, Levite, elevate, alleviate, lamed, loved, lived, lift,
93. laughed, laved, left, loft, lobed, lappet, limed, limbed, latched,
94. elated, alighted, allotted, eluded, loaded, lodged, alleged,
95. leached, laureat, lowered, lulled (*L-Ld*), lolled, lumped,
96. limped, walnut, slipped, slapped, slept, slopped, slammed,
97. lizard, lessened, Albert, Alfred, labored, elaborate, lisped,

98. lasted, listed, eloquent, elegant, element, elephant, Levant,
99. lament, latent, ailment, lambent, lenient (two ways), legend,
100. leopard, lee-ward, liberate (as though *lib'rate*), slippered, sil-
101. vered, slivered, alignment, illustrate, solvent, insolvent, lacer-
102. ate, shift, shaft, shaved, shoved, shopped, shipped, shaped,
103. shamed, ashamed, shocked, shagged, sheathed, sheaved,
104. cheviot, shirked, sharked, shrieked, shrugged, sugared
105. (Shay-), shelved, shoveled, shuffled, shivered (Shay-), show-
106. bread, shepherd, chagrined (Shay-), shriveled, sharpened,
107. malt, melt, mailed, mulled, mold, mauled, milled, millet,
108. mocked, maimed, moped [See § 283], mapped, mopped, mob-
109. bed, imitate, miffed, matched, methods, Methodist, moved,
110. smoothed, marred [See § 277], misquote, musket, mascot,
111. masked, smoked, mouthed, muzzled [See § 277], simulate,
112. stimulate, marked, imminent (*Mn-Nt*), eminent, minuend,
113. meanest, employed, implant, implied, muffled, moments,
114. stimulant, stimulants, amusement, amusements, amazement,
115. miscount, miscounts, miscreant, monument, impotent,
116. impeached, import (*Mp-Rel*), impaired (*Mp-Red*), impudent,
117. nipped, napped, nabbed, naked, knocked, nugget, nagged,
118. notched, nudged, inlet, nailed, untied, annotate, inmate
119. (practice joining), animate, named, invade, gnashed, enjoyed,
120. ingot, nitched, inched, insect, innocent, insert, invert, invent,
121. ingrate, include, intrude, entreat, incurred, infant, enchant,
122. nascent, nestled, Unionist (*St* upward), enumerate, enervate,
123. engraved, negated.

1. (*p*) **A Half-Length and a Full-Length:**—Potato,
2. petal (*P-Dl*, *pedal*, if necessary for distinction), patella, potash,
3. Petway, prudish, portico, protege, pattern, particle, printer,
4. spindle, splinter, suspender, spontaneous, protection, pro-
5. tective, prediction, predication, battle, bottle, badly, beetle,
6. beautify, bottom, biter, beater, bitter, better, bedeck, badness
7. [§ 283], boat-house, bedside, bedsore, bardish, breadless,
8. brightly, broadly, bridal, bundle, boundless, bandage, abandon,
9. bandore, bantam, Bidwell, beautiful, betoken, betulin, bittern,
10. boatman, bedstraw, Baldwin, Baltimore, Tatum, trotter (or
11. *Tr-Tr*), trader (or *Tr-Dr*), tendon, tantalize, tentative, atten-
12. tive, tradesman, treadle (or *Tr-Dl*), detach, deadly, Dudley,
13. doubter, detail, detain [§ 283], doubtless, debtor, detective,
14. detection, dedication, deductive, deduction, dauntless, identify,

15. identity, daftness, deftness, doubtful, dreadful, drummed,
16. dreamed, Cheatham, Chatham, childish, childless, chieftain,
17. jetsam, jointless, jointed, jointly, jauntily, judicative, judicial,
18. judiciary, Judson, cattle, kettle, cutlass, actual, actuate, cotton,
19. kitten, cottage, catsup, cloudless, curtail, courtly, cordial,
20. cordially, curdle (or *Kr-Dl*), cradle (or *Kr-Dl*), courthouse,
21. credit, cartage, kindly (*Knd-Lay*) kindness, kindle (*Knd-Lay*),
22. Canton, Kentucky, candle, counter (or by lengthening),
23. countless, scandal, scantily, secondly, secondary (*sKnd-Ray*),
24. scantness, scantily, scuttle, cuticle, cottager, critical, credible,
25. Clinton, October, scrutiny, scrutinize, secretary, goodly, Godly,
26. goodness, gladly, greatly, greedily, gratify, greatness, gradu-
27. ate, gradual, grandly, grandness, gauntly, gadsman, Groutzer,
28. grateful, retain, written, writing, routine, rotten, rattle, ratify,
29. certain, article, roundly, roundness, random, Randle, rundle,
30. fatal, feudal, fitly, futile, fitness, fatten, footless, feetless, fade-
31. less, fatness, fatalist, fruitless, fertile, freedom, frighten, flatly,
32. flatness, flatten, faultless, flotsam, phantom, fountain,
33. Fenton, fiendish, faintness, faintish, faintly, frantic, fitful,
34. fateful, fruitful, frightful, virtual, virtually, virtuous, vertical,
35. vertically, vertebra, overture, vertigo, verdigris, vertebral,
36. vitriol, venture, venthole, ventless, ventilation, vindicative,
37. vindication, retail, ritual, retire, artery, artless, heartless, arti-
38. fice, ordeal, redeem, arduous, return, oriental, hardly, artful,
39. hurtful, redemption, stereotype, thoughtful, throttle, thought-
40. less, threaten, thirdly, thirteen, thunder, authentic, threatful,
41. Thornton, estop, esteem, astir, Austin, Aston, Austria, estima-
42. tion, Zodiac, zedoary, zittern, Zedekiah, lately, lightly, lighten,
43. lateness, lightness, lighthouse, lottery, linden, London, Landon,
44. lantern, silently, insolently, landsman, Ashton, shortness,
45. shortens, shortly, shrewdly, shrewdness, metal, mettle, mottle,
46. motley, meatless, mitamus, mature, meddle, medal, model,
47. modal, medley, madly, madam, mutual, modish, modify, mad-
48. den, maiden, madness, medial, mortuary, mintage, maintain,
49. mountain, mantel, mental, medical, maudlin, matron, modishly,
50. meditation, meditative, modulation, medication, nightly,
51. Newton, antic, antique, nettle, needle, needless, noodle, nodal,
52. neatness, century, sentence, sentences, sentenced, soundly,
53. soundness, wanton, central, sentinel, neutral, neutralize, neu-
54. tralized, neutralization, nightfall, nightmare, intention, inti-
55. mation, induction, inductive, indication, indicative, swindle.

1. (q) **Two Half-Lengths**:—Aptitude, protect, predict, pro-
2. duct, predicate, pendant, petulant, apartment, compartment,
3. appointment, participate, superintend, abdicate, abduct,
4. bottled, battled, bedecked, beautified, bottomed, betided, bed-
5. stead, bundled, bandaged, abundant, abandoned, bordered,
6. abetment, abutment, abatement, betokened, treadled, treat-
7. ment, tantalate, tantalite, tradewind, standard, deduct, detect,
8. detached, detained, dedicate, deadened, dotard, detailed,
9. identified, chartered, agitated, adjudicate, actuated, cultivate,
10. scuttled, curtailed, curdled, credited, kindled, candidate,
11. courtyard, Quintard, gratified, gratitude, gauntlet, ratified,
12. retained, ordained, redound, reticent (omitting *l*), ridiculed,
13. affidavit, fattened, flattened, frightened, fortunate, fraudulent,
14. evident, verdict, ventilate, vindicate, ventured, verdant,
15. retailed, retaliate, ardent, ordinate, hardened, returned, re-
16. deemed, stereotyped, authenticate, thundered, threatened,
17. throttled, astound, estimate, esteemed, estopped, latitude,
18. lightened, landward (Lnd-Rd), lieutenant, shortened, short-
19. hand, meddled, moddled, mottled, metaled, mettled, mutilate,
20. modulate, medicate, meditate, mitigate, modified, maddened,
21. midnight, maintained, mendicant, amendment, impendent,
22. indicted, undoubted, antidote, antedate, intact, indicate,
23. indebted, intimate, indent, intend, induct, notified, nettled,
24. handled, handmaid, syndicate, sentiment, anticipate (omit-
25. ting *l*), inordinate, integrant, integrate, nurtured, windward
26. (wNd-wRd), swindled (sWnd-Ld).

1. (r) **A Half-Length and Two Full-Lengths**:—Patrick,
2. padlock, petrify, patricide, pettifogger, spontaneity, Butterick,
3. bridegroom, bedlam, judiciously, kidnap, kidnapper, kaleido-
4. scope (as though *K'leid'scope*), Godlike, Godliness, goodli-
5. ness, fetlock, fidelity, feudalism, fratricide, frantically, land-
6. scape, landlady, lutestring, Matlock, metallic, meteoric,
7. modicum, maturety, meddlesome, matricide, matronly, meta-
8. phorical, nightingale, needlessly, endlessly, antipodal, hand-
9. somely.

1. (s) **A Half-Length Between Two Full-Lengths**:—
2. Politeness, piratical, palatal, pomatum, operatic, precatory,
3. peasantry, pleasantry, purgatory, palatable, parental, perverti-
4. ble (Prf-Ret-B1), Atlantic, outlandish (—Shay), absolutely,
5. obediently, dormitory, dramatic, rectify, phonetic, fanatic,

6. fanatical, formidable, fermented, verbatim, cathedral (two
7. other ways), romantic, aromatic, remittal, limitless, liminary,
8. lunatic, laudatory, limitable, laboratory, libratory, Levitical,
9. military, muriatic [See § 182], macadamize, marital (M-Ret-
10. Lay), musketry, misgotten, migratory, momentary, momen-
11. tum, multiply, multiple, monumental, misfortune, mandatory,
12. infatuate, pneumatic, nugatory, encounter (also by lengthen-
13. ing), inventory, incidental, nonentity, involuntary (N-VInt-
14. Ray).

1. (t) **A Full-Length and Two Half-Lengths:—**Pertinent,
2. promptitude, premeditate, department, deportment, dependent,
3. despondent, discordant, capitulate, correspondent, rectified,
4. rectitude, resentment, redundant, respondent, resplendent,
5. fortitude, fortified, fructified, ascertained, legitimate, left-hand,
6. multitude, multiplied, importunate, impertinent, inaptitude,
7. infatuated, unindebted, inundated, enactment, ingratitude,
8. ungratified, encountered.

1. (u) **Two Full-Lengths and One Half-Length:—**Para-
2. pet, populate, polluted, postulate, palliated, perpetuate, palpi-
3. tate, propagate, pre-occupied, propitiate, project, precinct,
4. precipitate, protract, peppermint, precipitant, pigment, para-
5. mount, polyglot, pamphlet, perpetrate, prominent, pre-
6. monished, promulgate, prevaricate, predestinate, pontificate
7. [§ 283], obdurate, abject, backward, subtract, observant, out-
8. lived, tangled, tumbled (T-M-Bld), outstretched, strengthened,
9. duplicate, detract, decrepit, designate, degenerate, diminished,
10. admonished, document, democrat, deprecate, depreciate, domi-
11. nant (D-Mn-Nt), determined, adjunct, coincident, expedient,
12. kindred (also by lengthening), extract, extricate, extravagant,
13. gravitate, granulated, hypocrit, habiliment, originate, reject,
14. rusticate, reprimand, reciprocate, restrict, restricts, fumigate,
15. fluctuate, vinaigrette, argument, remnant (R-M-Nnt), Rumford,
16. arbitrate, armament, aristocrat, remunerate, aspirant, assem-
17. bled, Israelite, legislate, litigate [§ 283], litigant, syllabified,
18. syllabicate, lubricate, salubricate, liquidate, liquified, ligament,
19. lodgment, illuminated, militant, merriment (or Mr-Mnt),
20. misemployed, implicate, munificent, manifold, manipulate
21. (Mn-P-Lt), employment, omniscient (or M-Nshnt), miscalcu-
22. late, misappropriate, impediment, impeachment, involute,

23. inject, inundate, inviolate, intestate, novitiate, instigate,
 24. entitled, investigate, nigrescent, invigorate, nutriment.

1. (*v*) **Contrast**:—Pit, pity; pat, Pattie; put, putty; bet,
 2. Betty; Kit, Kitty; Kate, Katie; net, Nettie; fat, fatty; lot,
 3. Lottie; dad, daddy; date, data; plate, Plato; confide, Fido;
 4. cloud, cloudy; blood, bloody; word, wordy; bound, bounty;
 5. boot, booty; grand, grandee; canned, candy; sand, sandy;
 6. land, landau; thrift, thrifty; speed, speedy; greed, greedy;
 7. sift, safety; salt, salty; sunned, Sunday; fried, Friday; need,
 8. needy; tide, tidy; might, mighty; knot, knotty; brand,
 9. brandy.

1. (*w*) **Contrast**:—Fight, fiat [‡281]; quite, quiet; tried,
 2. triad; died, diet; died, diadem.

1. (*x*) **Contrast**:—Mote, mowed; meet, meed; neat, need;
 2. heart, hard; hurt, heard; mute, mewed; mate, made; halt,
 3. hauled; net, Ned; sent, send; comment, commend; mat,
 4. mad; hint, hind; Holt, hold; recent, reasoned; decent,
 5. descend.

1. (*y*) **Contrast**:—Old, load [‡280]; ailed, laid; oiled, Loyd;
 2. soiled, solid; howled, loud; reeled, relayed; late, laid; light,
 3. lied; pulled, pallid; pyrate, parade; dilute, delayed; marred,
 4. married; nailed, inlaid; stored, storied; word, worried; hired,
 5. ride; tarred, tarried; tired, tyrade, torrid; mauled, mellowed;
 6. insult, unsullied; bard, borrowed; veered, varied; wallet,
 7. wallowed; hard, harrowed; yelled, yellowed; fired, furrowed—
 8. narrowed.

1. (*z*) **Contrast**:—Late, elate [‡282]; cute, acute; mid, amid;
 2. bet, abet; foot, afoot; bate, abate; bat, Abbott; knit, unit;
 3. night, unite; vowed, avowed; lot, allot; light, alight; bide,
 4. abide; bode, abode; bed, abed; nod, annoyed; iced, acid;
 5. met, Emmett; bayed, obeyed; dot, idiot.

289. **Direction to Student**:—(*a*) A large majority of the words in the following sentences illustrate the halving principle in some form. (*b*) Practice until you can write accurately and neatly, at the rate of *one hundred words per minute*, there being *one thousand and six words*.

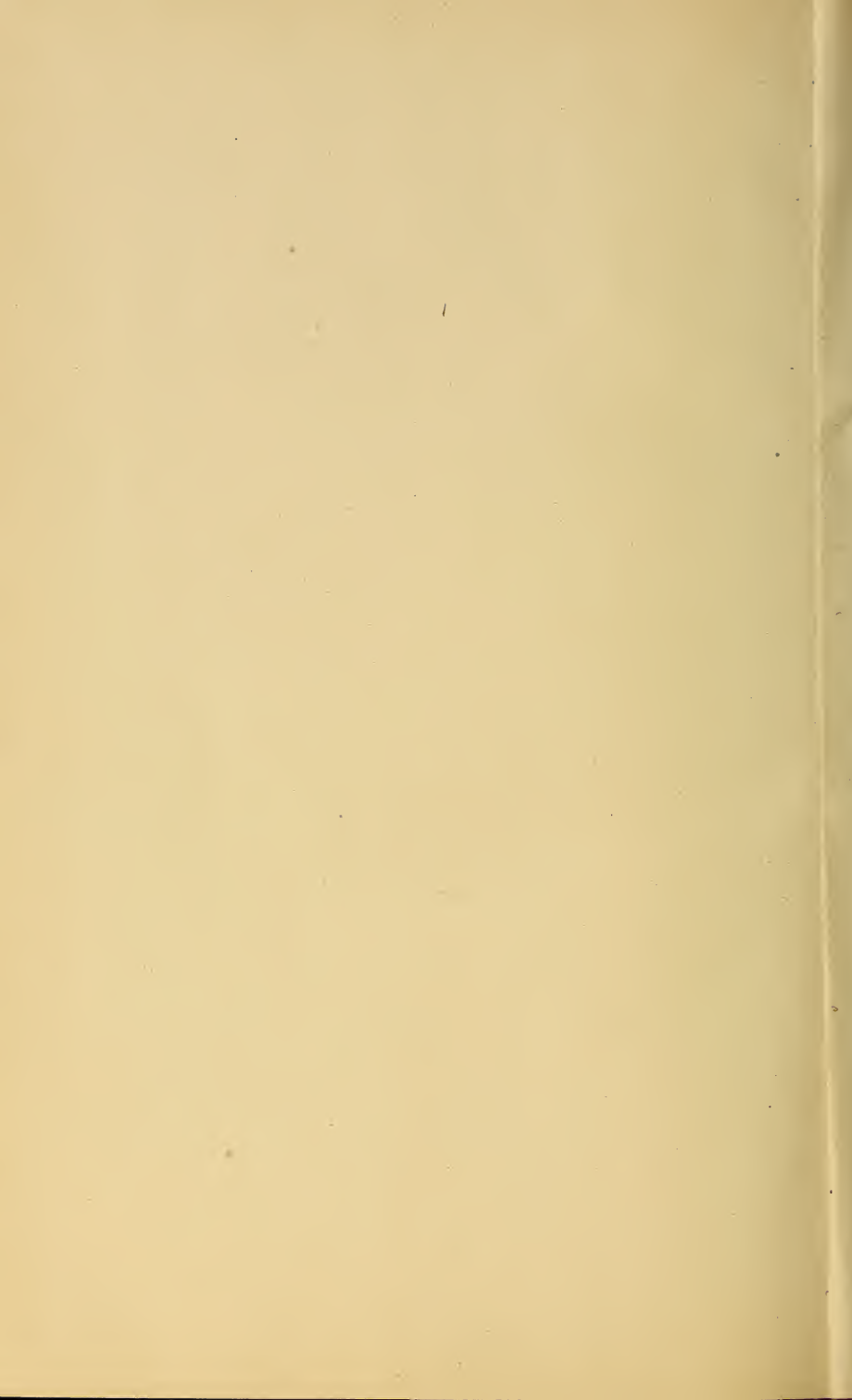
WRITING EXERCISE — SENTENCES ON HALVING.

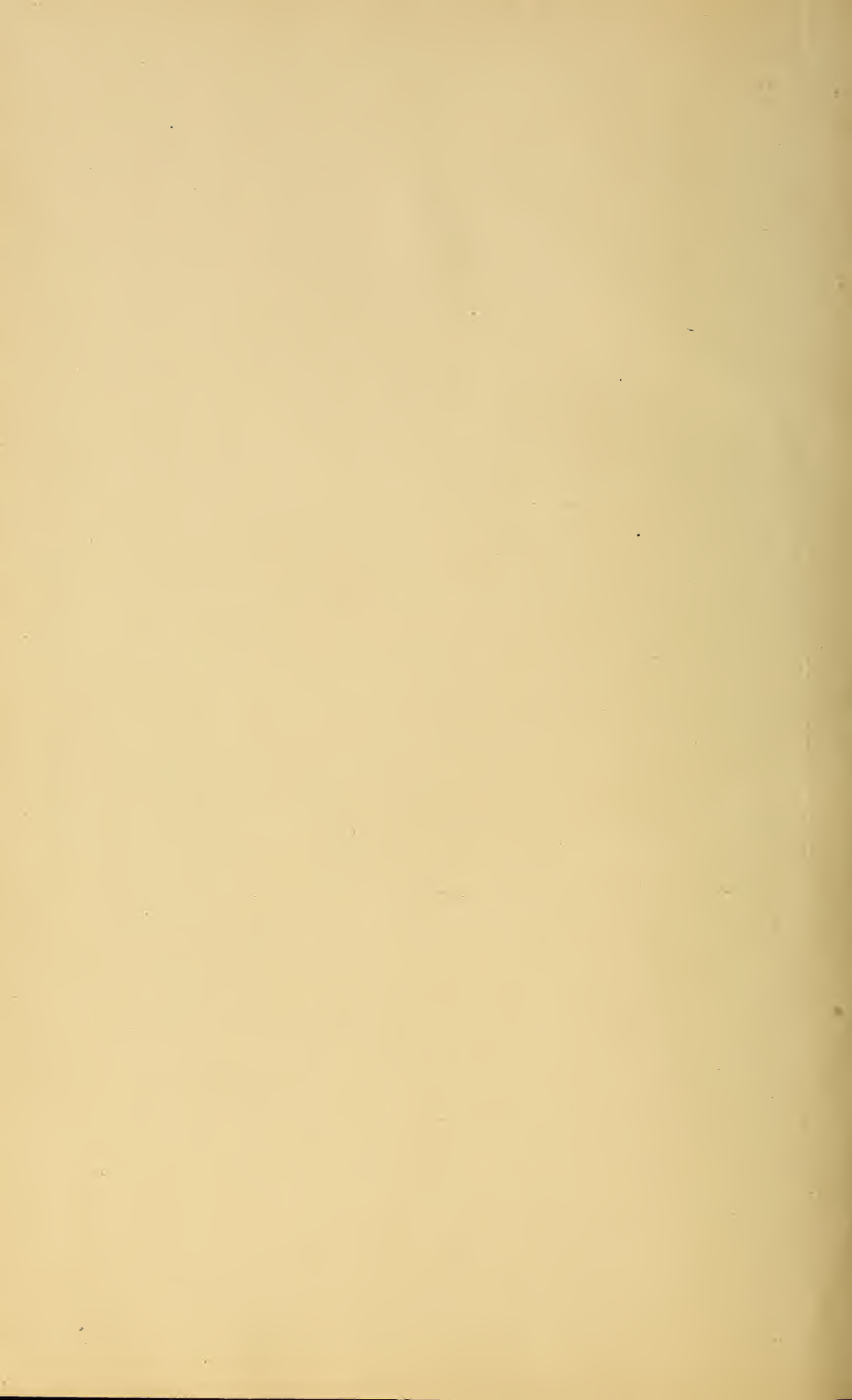
1. "A-little bit late tonight," was the salute of the old gentleman as Ned went by the gate. 2. It is stated that when Claude sailed around the world, his guide caught him by the hand and seized his pocket book and all his gold and tried to throw him overboard. 3. We must avoid bad and conceited men. 4. After a hard fight, the cat killed the rat, but let the rabbit get away unhurt. 5. Fred is a shrewd and bold lad, but he is so proud and acts the dude to such an extent that he has few friends. 6. The crowd agreed to treat the threats of the coward with cold contempt. 7. Clyde-Boyd made Maud mad. 8. Canned fruit, nuts, dates, dried meats, and light bread constitute the greater part of the guard's diet. 9. The scared prisoner pleaded "not-guilty." 10. Miss Nettie Hunt sang "Lead, Kindly Light" at the tent meeting last October. 11. The child sobbed and cried aloud when she dropped the slate. 12. We accordingly told the delinquent if he could not pay the debt immediately, we would put it into the hands of an attorney. 13. The astonished gentleman walked into the establishment without the amount he thought he had brought. 14. We can not account for the failure to count the votes in Bedford County. 15. On the other hand, the movement should be sanctioned by gentlemen having ability to liquidate the indebtedness. 16. The ordinary quality of lard is not good in biscuits, as it tends to make them brittle and hard. 17. I will not take that particular opportunity to complete the record. 18. We intend to attend the meeting tonight and attempt to unite the efforts of the avowed friends of the movement to get the allotment. 19. When Fred beheld the blood that flowed from the wound he was frightened. 20. The plaintive notes of a flute were heard around and about the secret haunts of the wicked old hermit. 21. The ground is soft because it rained last night. 22. In a department store is generally found such articles [Ret-Kls] as canned goods, paint, gimlets, cleats, shirts, plates, bolts, bits, thread, braid, slates, coats, pants, pots, nuts, dates, fruits, beads, sheets, shades, boots, kites, spades, skates, swords, mats, and many other articles of hardware and dry goods. 23. The old lady hired a maid to attend to the household [Hays⁴-Let] duties after her return from the mountain. 24. It is bad to be dunned for old debts. 25. The conceited scout conceived the plot which led to the loss of his command. 26. Jesus shed his inno-

cent blood that all-might-live. 27. Katie Holt had quite a-long chat with Pete Tate when-they-went boat riding in-the moonlight. 28. Ned sped to-the pond with-his skates and-spent-the afternoon with-his little-friends. 29. The flowers were put in-the pit and-kept through-the cold weather. 30. Mat's pet-cat caught-my little bird. 31. There-is quite an-art in blend : ing-the tints when-paint-ing cloud-scenes. 32. Bid him get-his old boots to-wear in-the-mud. 33. The debate between Hart Bedwell and-Clyde Martin about a-fortnight ago was attended by a-great-crowd. 34. Late in-the night we heard a-shot fired [§ 277], and-went out and-found Howard Judd with a-bullet wound in-the-heart, from-which-he afterwards [§ 155, e] died. 35. Speed in writing short-hand is-gained only by constant study and-persistent practice. 36. A-proud-look and-hands that-shed innocent blood are abomi-nations unto God. 37. Lives of-great men all remind-us we-can make our-lives sublime ; and, departing, leave behind-us footprints on-the sands of time.—*Longfellow*. 38. Let-me not be ashamed, oh Lord ; for I-have called upon-thee ; let-the wicked be ashamed, and-let-them be-silent in-the-grave.—*Bible*. 39. I-have-fought a-good-fight, I-have finished my-course, I-have kept-the faith.—*Paul*. 40. Godliness with : contentment is-great gain.—*Paul*. 41. Having food and-raiment let-us-be therewith : content.—*Paul*. 42. Take-the helmet of-salvation and-the sword of-the Spirit, which-is-the word of-God.—*Bible*. 43. The silence that accepts merit as-the most natural thing in-the world, is-the highest applause.—*Emerson*. 44. There-is-no excellence uncoupled with difficulties.—*Ovid*. 45. All-great-men find eternity affirmed in-the very promise of-their-faculties.—*Emerson*. 46. We can-not employ-the mind to advantage when-we-are filled with excessive food and-drink.—*Cicero*. 47. The soul of-the sluggard desireth, and-hath nothing : but-the soul of-the diligent shall-be-made fat.—*Prov. 14: 4*. 48. Judges and-senates have-been bought for-gold ; esteem and-love were never to-be-sold.—*Pope*. 49. Whatever creed be taught, or land be-trod, man's conscience is-the-oracle of-God.—*Byron*. 50. There-is a-tide in-the affairs of-men which, taken at-the flood, leads on to-fortune.—*Shakespeare*. 51. Attempt-the end and-never stand to-doubt ; nothing's so-hard but search will-find it out.—*Herrick*. 52. Ill-deeds are doubled with an-evil word.—*Shakespeare*. 53. The man that hath no music in him-self, nor-is-not moved with : concord of-sweet sounds, is-fit for-treasons, stratagems, and-spoils ; the motions of-his spirit are dull

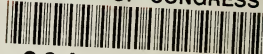
as night, and his affections dark as Erubus; let no-such man be-trusted.—*Shakespeare*. 54. What fates impose, that men must needs abide; it boots not to-resist both wind and-tide.—*Shakespeare*. 55. Hell is-paved with good intentions.—*Boswell*. 56. Words are easy, like-the-wind; faithful friends are-hard to-find.—*Richard Barnfield*. 57. Ring out wild bells to-the wild sky, the flying clouds, the frosty light; the year is dying in-the night; ring out wild bells and-let him die.—*Tennyson*. 58. Standing with reluctant feet, where-the brook and-river meet, womanhood and-childhood fleet.—*Longfellow*. 59. To-live in-hearts we-leave behind is-not to-die.—*Thomas Campbell*. 60. The keenest pangs the wretched find, are rapture to-the dreary-void, the leafless desert of-the mind, the waste of-feelings unemployed.—*Lord Byron*.

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